

Position: Community Relations & Evaluation Coordinator – Immediate Opening

Office Location: 1416 Centre St. Unit 6, Thornhill, Ontario L4J 8A1

Job Type: Full time

Organization: JRCC

Compensation: commensurate with experience

Report to: Senior Director, Social Services

JRCC Cares is growing and looking to fill a Community Relations & Evaluation position to coordinate and maintain strategic collaborations, agencies outreach and communication, grant writing, and program evaluation for various social services programs. This position focus's is mainly on the Furniture Depot (housing) and the Food Bank (food security) programs. This position can be tailored to the candidate with more focus on grants or evaluation.

Responsibilities:

- **Agencies coordination:** coordinate communication with partner agencies; recruit new agencies; attend information sessions and networking events; solve problems and concerns for caseworkers and managers from partner agencies; orient new caseworkers from partner agencies; outreach and establish new partnerships with food banks, grocery stores, and other food sources; manage, plan, and promote programs on a variety of channels.
- **Program evaluation:** plan and execute FD and Food Bank program evaluation plan; update tools and indicators; conduct needs assessments; gather and analyze food insecurity data; supervise data collection and analyze monthly data; conduct analyzes and prepare reports for funders and management; take an active part in writing annual program evaluation reports.
- **Grant writing:** search, identify and prepare relevant requests for grants and funders; articulate and write proposals for funding; keep track of deadlines and reporting (government and private funders); work collaboratively with other team members for grant writing and fundraising tasks.

Qualifications:

- Very high level of speaking, writing, reading English – a must
- Master's degree in a relevant discipline – a must (Quantitative specialty – a preference)
- Hebrew / Russian – an asset
- 1-3 years of program evaluation/research experience – a must (research assistance experience might be considered)
- 1-5 years in grant writing – a significant asset
- Excellent computer orientation – Office and databases – a must
- Strong partnership and collaboration skills – a must

- Expert level user in a statistical software (i.e. SPSS) – a significant asset

Please send your resume to: jrccfd.hr@jrcc.org

Only relevant candidates will be contacted. No phone calls please.