

Position: JRCC Cares – Community Relations & Evaluation Coordinator

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

Work hours: part-time (4 hrs/day)

Compensation: \$23-\$30/HR (commensurate with experience)

Organization: JRCC

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, grant writing, fundraising, and program evaluation for various social services programs. This position focuses mainly on the Furniture Depot (housing) and the Food Bank (food security) programs; and can be tailored to the candidate with more focus on grants/fundraising or evaluation/research. University graduates with master's degree are welcome to apply.

Responsibilities:

- **Program evaluation and research:** plan and execute FD and Food Bank program evaluation plan; update tools and indicators; conduct needs assessments and lit reviews; 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 and fundraising:** 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); initiate communication and actively recruit donors for gifts (up to \$1000); 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 with a quantitative specialty – a must
- Hebrew or Russian – a must
- 1-5 years of program evaluation/research experience – a must (research assistance experience might be considered)
- 1-5 years in grant writing/fundraising – 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, R) – a must

Please send your resume to: jrcbfd.hr@jrcc.org Only relevant candidates will be contacted. No phone calls please.

JRCC is an equal opportunity employer, and we welcome applications from people with disabilities.

Accommodations during the application process are available upon request.