

ADOPTIVE FAMILIES ASSOCIATION OF BC  
Job Posting



**JUNIOR EVALUATOR**

**Job Description:**

AFABC is seeking a junior program evaluator with experience in child welfare and youth engagement. The successful candidate will coordinate and conduct the day-to-day activities associated with the design, development and implementation of two program evaluations with ongoing guidance and mentorship from an external evaluation firm.

This temporary, full-time position working 35 hrs/week from January – April 2018 develops and coordinates the evaluation efforts of two program evaluations including framework design, data collection, analysis, and reporting.

The ideal candidate will have an understanding of both qualitative and quantitative research methods. Additionally, the ideal candidate has knowledge of non-profit and community-based program evaluation and can demonstrate exceptional written and oral English skills.

**Responsibilities:**

- Develop and design evaluation frameworks, interview guides, surveys and other data collection tools.
- Conduct directed open ended in-person and telephone interviews.
- Conduct document and literature reviews.
- Data entry and analysis.
- Schedule phone interviews and meetings.
- Assist with project management.
- Report writing and editing, including report formatting.
- Actively engage in professional development.
- Other duties as directed.

**Education & Experience**

- Degree in Social Sciences or Humanities or related field combined with 2-4 years related experience conducting program evaluation or an equivalent combination of education and experience.
- Experience with conducting research and evaluation.
- Experience with program development and project coordination.
- Experience working with children and youth, vulnerable sectors, child welfare and community-based initiatives or in related not-for-profit sectors is considered an asset.

**Knowledge, Skills & Abilities**

- Understanding and ability to apply qualitative and quantitative research methods, tools and strategies.
- Knowledge of adoption, child welfare, Indigenous cultures, child and youth engagement and issues facing children and families with special needs.
- Excellent communication and interpersonal skills required.

- Ability to handle confidential information with discretion, sensitivity and mature judgment.
- Knowledge of culturally competent practice reflective of the diversity of the population served.
- Strong working knowledge of Office Suite and databases.
- Valid BC Driver's License.

*Criminal Record Check required.*

*We are an Equal Opportunity Employer. Please submit your resume and cover letter detailing your qualifications and experience no later than **January 11, 2018** to [hiringcommittee@bcadoption.com](mailto:hiringcommittee@bcadoption.com). Please address your cover letter to Taryn Danford – Manager, Regional Services.*

For more information, call Taryn at 1-604-566-8126.

*Thank you for your interest but please note that only qualified candidates considered for this position will be contacted.*