



## Research and Evaluation Project Lead

*Full-time, one-year contract / 37.5 hours per week*

### Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 140 member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. And we're advocating for sustainable, policy-based solutions that will allow everyone to live a life of dignity and leave no one relying on charitable band-aids to address human rights.

### Overview of Responsibilities

The Innovation and Learning Lab was developed to engage, coordinate, and support community to explore, design, and implement new ideas to address food insecurity. Our work includes administering an annual innovation grant program, designing and supporting implementation of food-focused prototypes, and collaborating with networks who are advancing visions of food sovereignty and justice.

An element of the Innovation and Learning Lab is to collect, review, and analyze research, while centering first voice and lived experience, with the intent of co-designing creative and sustainable solutions to the food insecurity crisis in our province.

Working closely with the team, the Research and Evaluation Project Lead will report to the Director of the Innovation and Learning Lab and manage all aspects of a priority multi-site research initiative through 2024 that will test the impact of pre-loaded debit cards issued to food bank clients. The Project Lead will also conduct analysis of our grant projects and support evaluation of our prototype initiatives. Recognizing that this is a new role for the organization, some flexibility and fluidity of tasks and accountabilities will be necessary as we continue to trial new functions, learn from our experiences and outcomes, and pivot to ensure we are meeting the immediate and future needs of the organization.

### What does the Research and Evaluation Project Lead do?

- 1. Research, Evaluation, and Knowledge Translation – Food Banks Canada pre-loaded debit card initiative (60% of total workload)**

Leads coordination of research design, outreach, participant recruitment, project implementation, evaluation, and knowledge translation:

- Reviews and refines research design of project plan in consultation with the Director, Innovation and Learning
- Identifies/finalizes member agencies for recruitment of research participants in consultation with the Innovation Lab and Community Connections Department
- Engages selected member agencies to secure participation in recruitment of up to 400 research participants, identifies and develops tools to support the recruitment process
- Supports recruitment, registration, and orientation of participants to the initiative
- Registers research participants to an online pre-loaded debit card platform, manages database
- Designs, develops, and finalizes survey-based data collection tools for monthly check-ins
- Rolls out and manages implementation of initiative
- Monitors and tracks participation, reloads cards at the end of every month
- Conducts periodic analysis of data as needed/requested and summarizes findings into update reports for the organization
- Develops research questions, designs and runs focus group sessions with sample of participants at the end of the initiative
- Analyzes data, summarizes key findings and insights in various formats for knowledge translation to the organization, community, government, funders and others

## **2. Research, Evaluation and Knowledge Translation – Innovation and Learning Lab Grants and Prototypes (25% of total workload)**

- Reviews, analyzes, and summarizes reports from grantees to identify key insights and learnings for the organization and community
- Develops tools for prototype initiatives to support evaluation of processes and outcomes
- Consolidates findings emerging through grants, prototypes, and other initiatives into various formats for knowledge translation to the organization, community, government, funders and others
- Conducts research of demographic and community data and creates community profiles for new initiatives as needed
- Conducts environmental scans and literature reviews to inform innovation work as requested

## **3. Innovation Lab (15% of total workload)**

- Participates in team meetings, providing input and feedback to existing and emerging work
- Actively participates and supports team-wide initiatives as needed (i.e. conference organization)
- Builds effective connections and relationships across the organization and with other departments
- Participates in training, learnings as it relates to the job

## What are we looking for?

- Undergraduate degree (or equivalent) in a related field, such as social science, community planning, social work, humanities
- Three to five (3-5) years of relevant work experience; an equivalent combination of education and/or experience may be considered, given that they relate to the core tasks and responsibilities of the role
- Experience in leading all aspects of research initiatives, including research design, outreach and recruitment of research participants, data collection tool development and roll-out, qualitative and quantitative data analysis, thematic summaries and communication tool development
- Experience in conducting program evaluation, including evaluation design, tool development and analysis of data, development of communication tools
- Robust commitment and desire to centre first voice and lived experience; to amplify and engage those with lived experience without exploiting trauma or causing harm
- Experience working with marginalized communities preferred
- Exceptional presentation, facilitation, and public speaking skills
- Excellent organizational and time management skills; ability to quickly prioritize tasks and deliverables
- Highly motivated, detail-oriented, and solutions-focused
- Demonstrated ability to calmly, quickly, and creatively address challenges and barriers to advancing projects and timelines
- Ability to build authentic, mutually beneficial connections that are relational and not transactional, across a broad spectrum of identities and communities
- Strong analytical wiring, able to communicate findings effectively in verbal, written, and visual formats
- Proficiency in MS Office suite required, aptitude for technology and systems
- Genuine care and concern about dismantling systems of privilege and inequity
- Exceptional interpersonal skills with the ability to communicate effectively with equity-deserving communities
- Centres equity, diversity, and inclusion in their work, understanding that this is essential for fundamental policy change
- Resourceful and highly organized; pays close attention to details and deadlines
- Collaborative by nature; demonstrated ability to solicit engagement in others by valuing their ideas, experiences, and expertise
- Exemplary communication skills, oral and written
- Deep personal integrity, with high ethical standards and commitment to transparency

## Compensation

The annual salary range for this position is \$68,392 - \$80,462, paid out on a biweekly basis. Our total compensation package includes three weeks of paid vacation.

## Summary

There is no such thing as the perfect candidate. If you don't meet all of the requirements, we encourage you to apply and share your story with us; what do you bring to the table that others may not? We aren't looking to hire someone who 'checks all the boxes'. We want someone who is passionate about our mission, who has the potential to do great work with the right tools and resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

If you are looking for an outstanding opportunity to make an impact in your community, please submit a cover letter and resume that clearly indicate how you meet the requirements of this position, in a PDF document to: [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) by 11:59pm on Monday, April 15. Please include **Research and Evaluation Project Lead** in the subject line to help us action your application more efficiently.

For us to create meaningful, sustainable change, equity, diversity and inclusion must be centred in every aspect of our work. As a provincial organization with influence and credibility, we recognize the responsibility we have to hold ourselves accountable to this. We know our efforts will effect more change if our employees, their identities, and their lived experiences are reflective of the communities we work with and live in.

Through ongoing work empowering everyone to bring their full, authentic selves to Feed Nova Scotia every day, we want to build a culture where difference is valued. We know where we want to be, but we'll be honest—we aren't there yet, and we won't get there overnight. But we're committed to doing the work, and we hope you'll join us on our journey and share your strengths as a member of our team.

If you require any accommodations to submit your application successfully, please contact us via e-mail at [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!