



INTERNAL/EXTERNAL JOB POSTING

MANAGER OF MONITORING AND EVALUATION

(Permanent, 30 hours per week)

WHO WE ARE

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health, and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with 50% of people accessing services from BIPOC communities and other communities of colour.

WHY WORK WITH US?

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year
- Generous sick day allotment

All staff have access to:

- Employee Assistance Program
- Training and development opportunities
- Opportunities to participate in various committees that allow for learning and collaboration across the organization
- Organizational commitment to work-life balance
- Opportunity to contribute meaningfully towards improving the sexual, mental and emotional health of people living with HIV and those at increased risk in our community

ABOUT THE OPPORTUNITY

We are currently looking for a **Manager of Monitoring and Evaluation** to join our team!

JOB SUMMARY

Status: Permanent, Full-time

Salary: \$68,000-\$70,000 (will be pro-rated to 0.8FTE)

The Manager of Monitoring and Evaluation is responsible for providing strategic leadership and oversight for evaluation and monitoring of ACT's programs and services. The incumbent will work with management and staff to identify and prioritize areas for program development and evaluation, as well as develop and/or improve evaluation and monitoring tools.

Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

RESPONSIBILITIES

Program Evaluation, Monitoring, and Development and Research

- Lead evaluation and monitoring activities, as directed by the Executive Director.
- Responsible for ongoing reporting to key funders (Municipal, Provincial, and Federal)
- Provide Staff with training and ongoing support on OCASE, ACT's Client Database. Review and monitor data entry to ensure privacy standards are met and data quality is high.
- Develop and maintain an ongoing system of engaged service user feedback.
- Organize, analyze, and share annual programs and service numbers.
- Develop and/or improve tools and systems for program evaluation and monitoring.
- Develop and implement capacity-building activities with staff and management related to program evaluation and monitoring.
- Develop and implement Knowledge Transfer and Exchange (KTE) activities related to program evaluation, monitoring, and research.
- Provide ongoing support to management team related to logic model development/review, annual program area reports, and accessing and interpreting program monitoring and evaluation data.
- Provide ongoing support to staff and management related to program evaluation and monitoring.
- Ensure all evaluation and monitoring data is managed and stored securely.
- Lead research and evaluation projects, as needed, including carrying out focus groups and interviews, literature reviews, environmental scans, surveys, and other research and evaluation activities.
- Identify and apply for funding opportunities for program development, program evaluation, and community-based research, including grant writing.

Organizational Strengthening and Development

- Participate in the ongoing development, evaluation and implementation of operational and strategic plans.
- Participate in agency wide organizational change /development initiatives that will strengthen the agency. Participate in Management Team meetings and provide required reports to facilitate strategic and critical thinking and decision -making.
- Participate in development and implementation of agency quality assurance and risk management processes, as they pertain to departmental responsibilities.
- Facilitate data sharing, analysis, and decision-support activities with staff, management, and Board members.
- Adhere to all personnel policies and procedures, collective agreement, and human rights legislation.
- Attend board and management meetings to provide information, participate in decision-making and to advocate for issues identified in his /her areas of responsibility.
- Assist in identifying and responding to advocacy issues.
- Participates on internal committees, communicates information, resolve problems and work to achieve the goals of the organization.

Staff Management

- For contract evaluation and research staff (where funding permits), manage all related staffing and professional development processes including hiring processes, supervision, assigning work responsibilities, providing orientation, training and ongoing coaching and support, identifying staff training needs, and evaluating job performance.

Other

- Coordinate administrative and program reports for the Board, funders and other bodies.
- Develop and manage relevant budgets.
- Provide leadership and direction for internal staff committees.
- Provide staff support to committees of the Board as needed.
- Ensure volunteer complaints processes are followed and issues are resolved.
- Provide back up to other members of the Management Team as required.
- Represent the agency on government and/or community advisory boards/committees.
- Collaborate with appropriate community partners and external agencies to identify common evaluation needs and develop appropriate responses.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS

- Post secondary degree in a relevant discipline combined with at least 3 years evaluation and research experience within the social services.
- Minimum of 2 years management experience, in a social service, research, or related environment. Supervisory experience is an asset.
- Demonstrated expert knowledge of program evaluation and monitoring, research methods, program management, and knowledge translation. Community-based and participatory approaches an asset.

- Demonstrated expertise working with both qualitative and quantitative data.
- Demonstrates knowledge of the issues related to HIV and related conditions.
- Demonstrates knowledge of ethical practices related to research, and program evaluation and monitoring.
- Must possess well-developed analytical decision making, problem solving and organizational skills. Proven ability to expertly craft funding and project proposals, evaluation reports, and other relevant documents.
- Must be able to demonstrate a high degree of leadership, team building and team management skills. Ability to work effectively in diverse and varied environments.
- Demonstrated tact, diplomacy and effective communication skills (both verbal and written).
- Ability to be self directed and work independently while dealing with multiple and changing priorities.
- Ability to effectively negotiate with others.

JOIN US!

To apply for this opportunity please send your cover letter and resume to:

careers@actoronto.org

Please be sure to include the title of the role you are applying to, in the subject line.

The deadline date to apply is September 2, 2022

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: www.actoronto.org