



JOB POSTING

POSTING #: 2024-52

POSITION TITLE: DATA AND PROGRAM EVALUATION ANALYST

SALARY RANGE: 72,801 – 84,240 FOR 40 HOURS PER WEEK

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

DUTIES AND SCOPE OF WORK

The Data and Program Evaluation Analyst will play a key role in managing and optimizing the Apricot database to support accurate, comprehensive data capture on youth progression throughout their stay at Eva's. The incumbent will play a crucial role in shaping impactful strategies for supporting clients. This role involves conducting research, analyzing data, preparing reports, and delivering insights to improve the effectiveness of programs and services. The Analyst will collaborate closely with the Development team to showcase the organization's societal impact through data-driven insights, supporting fundraising efforts and grant applications. Additionally, the Analyst will provide feedback on current program strategies and make recommendations for improvement to services for overrepresented youth. The Analyst will use existing data tools available to Eva's to support a richer understanding of youth accessing our programs to support effective program development and foster richer conversations with funders and researchers alike.

This role reports to the Senior Director of Programs and Services.

RESPONSIBILITIES

Database Management - Apricot System

- Perform regular system maintenance to ensure Apricot is functioning optimally, troubleshooting technical issues, and coordinating updates to ensure data integrity.
- Work closely with staff to identify critical data points that reflect youth progress, such as engagement in programs, skills development, mental health support, and transition milestones.
- Standardize data entry procedures, ensuring that all data captured in Apricot is accurate, consistent, and aligns with organizational goals for tracking and reporting.

- Provide training sessions and ongoing support for staff on Apricot system use, emphasizing the importance of accurate data entry and showing how to navigate and use key features effectively.
- Develop user-friendly guides and documentation to support staff in recording data accurately, addressing common questions, and reducing errors.
- Regularly monitor data entries for accuracy and completeness, identifying patterns of missing or incorrect information and providing feedback to staff on data entry improvements.
- Establish methods for tracking youth progression metrics within the Apricot system, making it easy to analyze changes over time, identify trends, and report on outcomes.
- Work with the Apricot provider to explore and implement any new features or integrations that enhance its ability to capture and report on youth progression.
- Ensure all Apricot data management practices comply with privacy laws and organizational data security policies, particularly given the sensitivity of data related to youth.
- Regularly review user access permissions, ensuring that only authorized personnel can view or edit sensitive youth data in the Apricot system.

Research and Data Analysis

- Conduct research on youth populations to identify trends, challenges, and opportunities for service improvement.
- Analyze qualitative and quantitative data on shelter utilization, demographics, and program effectiveness, providing actionable insights for the Programs and Services team.
- Develop and maintain systems for tracking key performance indicators (KPIs) related to youth engagement, program outcomes, and organizational effectiveness.
- Formulate recommendations based on data analysis to inform program and services improvements, modifications, or expansions, sharing these insights with the Senior Director and relevant teams.
- Identify and advance research opportunities that support our strategic initiatives.
- Work across departments to assure that we build effective and contemporary research opportunities designed to move our strategic initiatives forward.

Program and Service Development

- Provide data insights that contribute to the ongoing development of housing programs.
- Support research programs focused on long-term outcomes for youth, ensuring that data collection is aligned with organizational goals for youth transitioning to housing.
- Report findings and recommendations directly to the Senior Director of Programs and Services, influencing program and organizational strategies.
- Regularly evaluate the effectiveness of current program strategies and provide evidence-based recommendations to enhance program impact.

- Design and implement evaluation frameworks to measure program success, ensuring alignment with organizational goals and funder expectations.
- Review Incident Reports regularly to identify trends and support programmatic responses to said trends.

Reporting and Impact Communication

- Prepare and present detailed reports, including infographics, on the organization's impact and effectiveness in serving homeless youth.
- Share program outcomes and impact data with the Development team to support fundraising initiatives and grant applications.
- Create accessible and visually engaging impact reports and infographics to communicate the shelter's achievements to various stakeholders, including funders, partners, and the public.
- Collaborate with the Senior Director and program managers to adjust strategies based on evaluation findings and best practices.
- Support consistent management of data to support reporting processes and responsibilities to funders.

Data Quality and Improvement

- Develop and maintain standards for data accuracy and completeness, working closely with shelter staff to improve data collection practices.
- Train staff on data entry processes to ensure consistency and accuracy in data recording and reporting.
- Work with the IT team to streamline data collection methods, ensuring data integrity and efficiency in data gathering and reporting.

Communication and Stakeholder Engagement

- Develop impactful ways to communicate data insights to both internal and external stakeholders, tailoring messages to support the organization's mission and fundraising objectives.
- Make decisions on data sharing and reporting frequency with key stakeholders, including the Development team, external partners, and city representatives, ensuring alignment with organizational priorities and external requirements.
- Work closely with departments to assure timely and accurate responses to external partners and funders.

Compliance and Risk Management

- Ensure data handling, storage, and sharing practices comply with privacy laws and organizational policies, making decisions on corrective actions if compliance issues are identified.

- Identify and mitigate data-related risks, such as inconsistencies in reporting or gaps in data collection and make recommendations for system improvements to prevent these issues.

QUALIFICATIONS

- Bachelor's degree in Statistics, Data Science, Social Sciences, or a related field. Master's degree preferred.
- 3+ years of experience in data analysis, evaluation, or research within the social services or nonprofit sector.
- Proficiency in data analysis software such as SPSS, SAS, R, or similar programs, as well as experience with data visualization tools (e.g., Tableau, Power BI).
- Strong analytical skills, with a demonstrated ability to interpret complex data and make actionable recommendations.
- Excellent written and verbal communication skills, with experience creating impact reports and infographics.
- Ability to work independently and collaboratively, demonstrating initiative and attention to detail.
- Must possess strong computer skills (advanced Excel, Word, presentation software)
- Strong understanding of anti-oppressive practices, anti-Black racism and discriminative practices, including systems that impede youth from being successful.
- Strong analytical skills and attentive to details
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers
- Excellent written, oral communication and problem-solving and presentation skills
- Excellent understanding of diversity, inclusion and equity including the ability to identify and address barriers, work effectively with diverse stakeholders, and integrate equity into program design
- Certifications: Toronto Shelter Standards (TSS) and First Aid/CPR

APPLY

Submit a cover letter and resume in one document by **December 19, 2024**, to careers@evas.ca. Be sure to indicate **2024 – 52 DATA AND PROGRAM EVALUATION ANALYST** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

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Check out other all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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Connect with us @evasinitiatives.
