Position Description
Environmental Programs Evaluator

ReForest London is currently seeking a **contract, full time Environmental Programs Evaluator** to join our team. ReForest London is a non-profit organization dedicated to partnering with our community to enhance environmental and human health in the Forest City through the benefits of trees. Since our founding in 2005, we have grown to become London's leading environmental charity. Now, we are also embarking on our largest project to date: the creation of a flagship Environment and Sustainability Centre for London - Westminster Ponds Centre.

**About the Role:**
We want to critically evaluate each of our programs and how to maximize their impact. Through their work assessing our programs using a range of different analytical tools, the Environmental Programs Coordinator will directly support a number of different programs focused on the growth and protection of London's urban forest, including our:

- Residential tree planting program
- Park naturalization & aftercare program
- School tree planting & education program
- Public environmental education program

The Environmental Programs Evaluator will also assist with the ongoing development of two of our largest projects to date: London’s Million Tree Challenge, and the new Westminster Ponds Centre for Environment & Sustainability.

**Roles and Responsibilities:**
The Environmental Programs Evaluator will undertake a number of different tasks aimed at analysing and improving various programs and initiatives at ReForest London and the new Westminster Ponds Centre for Environment & Sustainability. These will include:

- Development of surveys incorporating both quantitative and qualitative questions for each of our planting programs, as well as our outreach and education initiatives
- Review of longitudinal data and development of key performance indicators for each program
- Preparation of reports outlining findings for each program, and recommended areas for improvement
- Development of internal systems to support ongoing program evaluation activities
- Review the existing literature and develop guidelines to help us strengthen our education & outreach programs, giving consideration to what methods are most effective to encourage learning at various ages, how can the benefits of online learning be maximized (particularly relevant to our efforts during the pandemic), what are the best measures of success for environmental education programs, etc.
- Facilitation of focus groups with community partners to discuss their experiences with our programs and how they might be improved
- Analysis of Million Tree Challenge (MTC) data and preparation of statistical inference #s, and recommendations for the improvement of the tree planting self-registration tools
- Preparation of MTC key metrics, based on program results from preceding years
- Support the Westminster Ponds Centre (WPC) Coordinator & Professional Facilitator in the delivery of a series of community consultations aimed at developing a more robust vision, metrics, and program plans for the WPC
- Develop annual reporting materials for the WPC
- Review and prepare the next draft of a report on the potential for a large scale tree growing program at the Westminster Ponds Centre, and update analyses as needed
- Analysis of financial, survey, and project data for inclusion in reports to funders and the community

Required Skills and Experience:
- University degree or 2 year College Diploma in a STEM or natural resources discipline
- Experience in conducting program evaluations

Desired Skills and Experience:
- Program Evaluation designation a strong asset
- Expertise in the application of quantitative and qualitative evaluation methods (including instrument development, data collection, analysis and report writing)
- Demonstrated research and analytical skills including experience in developing research questions, conducting literature reviews and synthesis of the literature
- Experience in quality improvement initiatives
- Demonstrated computer and data management skills
- Knowledge of evaluation theories, models, types, methods and tools strongly preferred
- Excellent facilitation, consultation and problem solving skills
- Strong communication and interpersonal skills, both written and oral
- Demonstrated ability to work as a member of a team
- Excellent organizational and project management skills

Reporting Relationship:
Supervised by: Westminster Ponds Centre Coordinator.

Work Location
This position may be remote until at least December 2020, and potentially throughout the duration of the term. For local candidates, a combination of in-office and remote work is possible.

Other Eligibility Requirements:
- 30 years of age or younger
- Currently unemployed or underemployed
- Able to work in a full-time, permanent position
- Intend to lead an environmental career in STEM or natural resources
- Graduated from a recognized post-secondary institution with a 2 year diploma or 4 year degree
- Canadian citizen, permanent resident, or have refugee status

Hours and Contract Details:
This is a full time (37.5 hours per week), 6-month contract beginning on October 9th, 2020 and ending March 31, 2021.
Salary: $22 / hr

About our team:
We work in a busy, fast-paced environment (especially during planting seasons!), and we get our energy from knowing that the work we do is making a difference in our community. Members of our team all bring their own expertise and strengths to the table, and collaboration, reflection and learning are all important parts of our organizational culture. Our office is located at the Westminster Ponds Centre, right next to the beautiful Westminster Ponds Environmentally Significant Area, London’s largest ESA and a wonderful place to enjoy a lunch-time hike or picnic.

To apply:
We value diversity and inclusion and encourage any qualified people to apply. Please email a cover letter and resume in PDF format, indicating the position title you are applying for in the subject line, to resumes@reforestlondon.ca by 4pm on Friday October 2nd.

Interviews will be held October 5 and 6, 2020 with a start date of October 9th.

Please confirm in your cover letter that you meet all position requirements. All applications received will be acknowledged with a reply email. However, only those to be invited for an interview will be contacted. No phone calls please.

If you require accommodation for the recruitment process, please let us know. We sincerely thank all candidates for their interest in joining our team.