



# Evaluation Research Assistant

**Activating Change Together for Community Food Security (ACT for CFS)** is a vibrant-5 year (2010-2015) participatory research project of the Nova Scotia Food Security Network ([www.nsfoodsecurity.org](http://www.nsfoodsecurity.org)) and Food Action Research Centre ([www.foodarc.ca](http://www.foodarc.ca)), with over 60 partner organizations committed to building community food security in NS and beyond. Rooted in lived experiences, real community needs and innovative solutions, ACT for CFS amplifies and broadens conversation, research, and action to strengthen capacity for policy change.

## **Are you someone with a passion for food, social justice and social change?**

Community- & university-based researchers have collected a tremendous amount of research on different aspects of community food security in Nova Scotia. During the next several months, we will be sharing these early results with our team and preparing to engage communities in conversations to move towards policy action plans. In addition, we're gathering information on what we're learning about community food security, working collaboratively, and how we're building capacity at multiple levels. We're seeking **one (1) part-time Research Assistant** to support the **Evaluation** Working Group in activities described below. **Please note – we are also hiring for the Education & Training Working Group.** Please visit [www.foodarc.ca](http://www.foodarc.ca) for more information. We are open to candidates applying to both positions.

## **Evaluation Working Group Research Assistant**

The Evaluation Working Group plays an important part of the project in gathering information about what we are achieving (our outcomes) and how we do it (our process). The information is being gathered from the diverse participants of ACT for CFS using a developmental evaluation approach, which includes the timely sharing of evaluation information with team members to support changes. **This Working Group is seeking a Research Assistant (current student preferred, but is not an absolute requirement) until December 2013 (with a strong possibility of extension) to:**

- Assist in refining the evaluation framework and design evaluation data collection tools and processes for reaching different team members;
- Assist in developing research ethics applications
- Develop user-friendly tools and engaging processes to gather evaluation information from community partners;
- Provide ongoing assistance to the Evaluation Working Group: meeting planning, note-taking, and related duties;
- Meet regularly with the other ACT for CFS Research Assistants, community partners, and others to assist in project communication and co-ordination;
- Gather and summarize evaluation information; and support analysis of data
- Create accessible and engaging tools for sharing evaluation information with team members;
- Other duties, as determined by the Working Group



### Qualifications

- Bachelor's degree, with experience, or a Masters degree, in a related field (e.g., Evaluation, Nutrition, Health Promotion, Community Development, Social Work)
- Proficient in Microsoft Office (including Word, Powerpoint, Excel)

### Assets

- Experience with participatory action research;
- Strong and proven analysis skills;
- Independent and self-directed worker;
- Specific experience and/or interest working in community food security;
- Strong written and oral communication skills, particularly for diverse audiences;
- Understanding and experience with evaluation approaches, specifically developmental evaluation;
- Qualitative research skills (e.g., interviews, focus groups, etc) and demonstrated working knowledge of qualitative software (NVivo, MaxQDA);
- Experience in working with diverse communities; and
- Access to personal laptop.

**Hours:** 10-15 hours per week. Position to begin, as soon as a successful applicant is found.

**Salary:** \$12-18, depending on background and experience.

**Location:** Flexible within Nova Scotia; Halifax preferred.

### How to apply:

Please prepare a cover letter (addressed to: *Selection Committee*) and résumé in one electronic file (pdf is preferred) and email to [satya.ramen@msvu.ca](mailto:satya.ramen@msvu.ca)

If you intend to apply to both positions, then please indicate this in your cover letter and address both sets of selection criteria. Only candidates selected for an interview will be contacted. Student applicants are preferred, but not required.

**Closing Date: Monday, June 10, 2013 @ 4 pm**

This research is supported by the Social Sciences and Humanities Research Council, under the leadership of Dr. Patty Williams, Principal Investigator and Co-Director, Mount Saint Vincent University and Rita MacAulay, Acting Co-Director, on behalf of the Nova Scotia Food Security Network. For more information, please see [www.foodarc.ca](http://www.foodarc.ca)