



**FUNDING FEMINIST FUTURES.**

Suite 600 - 123 Slater Street | Ottawa, ON | K1P 5H2

Tel: 1-855-640-1872 | E-mail: [hello@equalityfund.ca](mailto:hello@equalityfund.ca)

Website: [equalityfund.ca](http://equalityfund.ca)

**Position:** Monitoring, Evaluation and Learning (MEL) Officer

**Status:** Full time, permanent

**Reports to:** Monitoring, Evaluation and Learning (MEL) Specialist

**Language(s):** English and French required, Spanish and/or Arabic an asset

**Location:** Ottawa, ON, Canada

**Deadline for Applications:** November 8, 2019 by 5:00 pm EST

## **BACKGROUND**

This is a historic moment in the global fight for equality. Women's organizations and movements in Canada and around the world are on the frontlines of change—holding the line, demanding equality and driving transformation. The opportunity has never been greater to boldly invest in their brave work to build a more equal world together.

The **Equality Fund** is a groundbreaking collaboration that will deliver new momentum for women's movements across the globe. The Equality Fund (formerly The MATCH International Women's Fund) will drive the cultural, economic and political changes required to make global gender equality a reality. We will shift power and resources to local organizations and leaders on the frontlines of building and sustaining a more gender equal world. We will mobilize philanthropic and investment capital, in Canada and beyond, and build a brighter, more equitable future for everyone, everywhere. Welcome to the Equality Fund.

The Equality Fund is made possible in partnership with the Government of Canada.

## **THE OPPORTUNITY**

Reporting to the Monitoring, Evaluation and Learning (MEL) Specialist, the MEL Officer will contribute to the strengthening and implementation of the Equality Fund's learning, monitoring, and evaluation strategy and systems across its grantmaking portfolios. The incumbent will support the day-to-day monitoring and evaluation activities to capture and communicate results and stories of change within our grantmaking streams. The MEL Officer will integrate innovative and feminist approaches as much as possible in their work.

The MEL Officer will also work collaboratively with team members in Global Programs, Policy, Communications and Fundraising at this very exciting time of growth and transition for the organization.

## **SCOPE & RESPONSIBILITIES**

- Support the continued development and implementation of a comprehensive system for the overall monitoring, evaluation and learning needs of the Equality Fund;
- Support the ongoing development and implementation of data collection, analysis and management tools, as well as data quality management;
- Facilitate ongoing experimentation and the use of innovative methods (video and audio, social media tracking) to collect quality monitoring information in non-traditional and less burdensome ways where possible;
- Carry out data processing and entry, coding and analysis, both qualitative and quantitative, on an ongoing basis to meet the organization's reporting requirements;
- Coordinate regular internal and external reporting processes;
- Work with other Global Programs team members to support grantee partners in collecting relevant data to report on indicators, documenting progress, lessons learned, and success stories about the change that women's rights organizations are making in their own contexts;
- Support other program management and compliance processes as needed;
- Maintain databases and provide user support to Program Officers (SurveyMonkey Apply, NetSuite, ImpactMapper).

## **QUALIFICATIONS & COMPETENCIES**

- Bachelor's degree in women's studies, human rights, international development or a related field;
- University-level academic or professional training in program monitoring and evaluation is considered an asset;
- Commitment to the work and values of the Equality Fund, in particular the work of women's organizations at the grassroots level;
- A minimum of 3 years of experience in coordinating and conducting and evaluation projects in social justice, human rights, grantmaking or international development organizations. Comparable research experience will be considered;
- Strong skills in qualitative and quantitative research and evaluation methodologies;
- Strong analytical, communication, critical thinking and problem solving skills;
- Demonstrated ability to grasp broader needs and vision with demonstrated capacity to critically engage in detail-oriented practices;
- Understanding of feminist methods and innovative approaches is strongly desired;
- Excellent written and verbal communication skills in English and French, with a strong understanding of knowledge translation; fluency in Spanish and/or Arabic is an asset;
- Excellent computer skills including a working knowledge of evaluation and research software (eg. Excel, SPSS, NVIVO, etc), and in particular demonstrated experience in using survey development software (eg. Survey Monkey, Qualtrics);
- Experience with SurveyMonkey Apply or other online application platforms is an asset;
- Demonstrated capacity to work both in a self-directed manner and collaboratively with team members;



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- Knowledge of development and/or women's rights issues is a significant asset;
- Openness to work on cross functional/multi-disciplinary teams;
- Flexibility and ability to adapt to changing priorities, to steer in new/different directions
- Can do/Anything is possible mindset!

## **JOIN US!**

The Equality Fund is an equal opportunity employer. We value diversity, multiculturalism, and inclusion in our work and in our staff team. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other qualities that make us unique.

If you require accommodation during any stage of the recruitment process, please indicate this in your application.

We thank all applicants for their interest but only those selected for an interview will be contacted.

**TO APPLY:** <https://equalityfund.bamboohr.com/jobs/view.php?id=12>