



JOB POSTING:  
YOUTH PROGRAM DESIGN & DEVELOPMENT  
ASSOCIATE

**Position Type: Full-Time Contract**  
**Rate: \$55,000 - \$65,000 with benefits**  
**Locations: York University, Toronto**

## ABOUT YOUTHREX

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Youth Research and Evaluation eXchange (YouthREX) is a province-wide initiative based at the School of Social Work, York University with regional hubs across Ontario. YouthREX promotes the integration of research evidence and evaluation in the development and delivery of Ontario's youth programs.

*Our Vision* is an Ontario where shared knowledge is transformed into positive impact for all Youth.

*Our Mission* is to make research evidence and evaluation practices accessible and relevant to Ontario's grassroots youth sector through capacity building, knowledge mobilization and evaluation leadership.

*Our Stakeholders* include grassroots youth-led and youth-serving initiatives (frontline staff, program staff, leadership), funders and policy makers.

**Launched in December 2014, YouthREX is at an exciting time in its development and recently began a new three-year partnership with the Ministry of Children and Youth Services to continue our work supporting Ontario's grassroots youth sector.**

As we begin this new phase of work, we are hiring a *Youth Program Design and Development Associate* for our Provincial Office at York University, Toronto. We are looking for someone who is excited at the thought of being part of a small but mighty organization that straddles the interface of community and academic cultures. S/he will play a key role in developing and implementing processes that allow YouthREX to better contribute to Ontario's youth ecosystem.

## ABOUT THE POSITION

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YouthREX is looking to hire a *Youth Program Design and Development Associate* for our Provincial Office in Toronto to play a key role in the achievement of YouthREX's strategic goals and deliverables.

YouthREX's *Youth Program Design and Development Associates* across the province are the primary contact for grassroots youth sector stakeholders in their regions. They lead outreach, promote awareness of, and engagement with YouthREX programming and initiatives and play a key role in connecting youth programs to knowledge eXchange activities and evaluation services. They liaise and maintain external relationships with partners and stakeholders on behalf of YouthREX

*Youth Program Design and Development Associates* lead the coordination and execution of YouthREX's knowledge exchange events in their regions including overseeing logistics, supporting with event design, etc.

These responsibilities require an understanding and acknowledgment of the complexities of the youth sector, in-depth knowledge of evidence-based knowledge transfer processes and experience with program evaluation (including logic model development, evaluation designs and methodologies, qualitative and quantitative analysis).

The successful candidate will have strong communications skills (oral and written) and a background in equity-focused evaluation and knowledge of youth wellbeing-related issues in a community context.

## QUALIFICATIONS

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### Required Experience/Skills:

- A graduate degree with a minimum of three years of experience in relevant roles OR equivalent combination of education and experience.
- Demonstrated experience establishing and sustaining relationships and partnerships with key stakeholders across the Ontario youth sector.
- Demonstrated understanding of the barriers and challenges that confront youth including racialised youth, newcomer youth, Indigenous youth, youth with disabilities or special needs, youth in and leaving care, francophone youth, LGBTTQ youth, youth living in rural & remote communities, youth from low-income families and youth in conflict with the law.

- Excellent written and oral communication skills including the ability to develop presentations for diverse stakeholders within the youth sector and experience with effective communication strategies.
- Strong background in qualitative and quantitative methods and analysis.
- Familiarity with the literature on evaluation and an understanding of multiple theories of evaluation and their limitations especially for smaller, community-based programs.
- Excellent critical thinking and analytical skills and the ability to synthesize complex information and translate into materials that are accessible to a range of stakeholders
- Excellent organizational planning and coordination skills.

### **Key Responsibilities Include:**

- Coordinating and/or supporting research, program planning, and evaluation supports for youth serving organizations, including supports with conceptualization, design, selection of methodology, data collection, analysis, report writing, presentation of findings, and post-project evaluations.
- Connecting youth programs and initiatives under the Ontario Black Youth Action Plan to YouthREX's services.
- Providing/facilitating learning opportunities to youth service and program planners and practitioners on the development of research and evaluation plans, including data collection methods, analysis, and use of theories of change and performance measurement tools.
- Supporting, designing and/or delivering capacity building activities (e.g. local community-of-practice, workshop planning and facilitation, course coordination, youth engagement activities).
- Seeking organizational synergies and opportunities to collaborate and partner with regional actors.
- Supporting, designing and/or delivering knowledge mobilization activities (research summaries, webinars, provincial campaigns, knowledge exchange forums and events)
- Developing and maintaining external relationships w/YouthREX stakeholders and serve as YouthREX representative at regional tables where appropriate.
- Supervising and mentoring research assistants, placement students, work-study students & summer students.

If you are passionate about the well being of Ontario's youth, please send a resume, writing sample and cover letter to: [rexinfo@yorku.ca](mailto:rexinfo@yorku.ca) outlining why you are interested in this position and how you meet the criteria above drawing on specific examples. Review of applications will begin on November 30, 2017 and will continue until the position is filled.

We thank all applicants for their interest. We apologize that only those applicants invited for an interview will be contacted.