

# The Jean Tweed Centre



For Women & Their Families

## Volunteer Description Form The Jean Tweed Centre Fall 2019

**Job Title:**

Evaluation & Research Volunteer

**Department:**

Evaluation, Research, Quality and Performance

**Reports to:**

Coordinator

**Purpose:**

To assist the Coordinator with program evaluation and research activities at The Jean Tweed Centre.

**Location:**

The Jean Tweed Centre, Head Office, 215 Evans Avenue, Toronto, Ontario or remotely as negotiated.

**Qualifications:**

Bachelor's degree or current student, preferably psychology or related degree. Advanced Microsoft Office skills (Excel, Word), and familiarity with Google Maps, Survey Monkey.

**Key Responsibilities:**

Example:

- Enters program evaluation data into Excel, Survey Monkey
- Conducts basic quantitative and qualitative analyses
- Create evaluative and organizational tools and templates
- Provides administrative support to Coordinator
- Other duties as assigned

**Is this position Client facing?**

No

**Time Commitment:**

One day per week (day/time is flexible) for 3-4 hours for a minimum of three months.

**Length of Appointment:**

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The volunteer position is assigned to one day per week for a period of three months. The position may be renewed for another 3 months.

**Support:**

Training for this position will be provided. The volunteer will learn basic research skills and gain experience in program evaluation. The Coordinator will be onsite and be able to support the volunteer (e.g. answering questions).

**Physical Requirements:**

None

**Dress Code:**

Business Casual

**Security Checks Required:**

None

\*\*To apply please send an email and your resume to the volunteer coordinator, Jana Crawford, [janacrawford@jeantweed.com](mailto:janacrawford@jeantweed.com) \*\*