

Job Posting: Evaluation and Research Coordinator

About this Opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization. We focus on engaging the hardest-to-reach youth in Canada ensuring they have hands-on opportunities to develop essential STEM skills and confidence. Actua represents and supports a network of over 40 member organizations located at universities and colleges across Canada. The Actua network annually engages over 375,000 youth in every province and territory.

Actua is actively seeking an individual who is passionate about youth development, informal STEM education programs, and the program advancement that can come from evaluation and research activities. We are currently hiring for the role of **Evaluation and Research Coordinator**, where you will have the opportunity to work with our Research Team to support Actua's evaluation and research activities.

This is a full-time permanent position reporting to the Senior Director, Research. We offer a hybrid work arrangement (four days in office/one day work from home) for most positions, balancing flexibility with in-person collaboration.

Areas of Responsibility

The Evaluation and Research Coordinator will play a critical role in supporting Actua's evaluation and research activities. Working with the Actua team, you will complete a variety of tasks related to ensuring the successful implementation of our program evaluation and research activities. This will include supporting the development and administration of evaluations, coordinating Actua's work on various research projects and working closely with the Actua team and network members to support the evaluation life cycle from planning to communication of results and knowledge mobilization activities.

Primary areas of responsibility:

- Coordinate program evaluation activities: Prepare evaluation tools for distribution, support and track use of tools, monitor ongoing data collection, and prepare data for analysis.

- Support reporting and communication: Support the preparation of reports, presentations, and other materials to communicate evaluation findings to stakeholders.
- Contribute to evaluation and research planning with program teams and external partners: Collaborate with the evaluation team to support the development of evaluation plans to assess the effectiveness, efficiency, and impact of programs and projects.
- Support advancement of Actua's evaluation and research activities: Support the evaluation and research team's knowledge of best practices by conducting literature reviews and environmental scans of practices and developments in the STEM education, inclusion, science culture and other relevant topics. This will include preparing briefing materials (e.g., short reports, presentations) for the Actua team .
- Monitoring data and developments in STEM education and career participation: Contribute to the development and ongoing update of a tool to track key metrics and developments in STEM participation, achievement and diversity. Develop briefing materials on metrics and subjects as needed.
- Support documentation of evaluation and research team core activities. Develop and maintain documentation of all areas of your work.

Qualifications

Experience

- Managing and implementing projects with multiple participating organizations.
- Interest in and understanding of youth program evaluation, focused on program improvement and program impacts and outcomes.
- Planning and implementing evaluation and research projects with diverse groups of youth and stakeholders.
- Experience working with data (including cleaning, reviewing and basic analysis)
- Conducting literature reviews and environmental scans
- Connecting and working with researchers
- Translating evaluation and research findings into easy-to-understand communication tools.
- Developing user-friendly data visualization and data story methods to report on evaluation activities is an asset.

Skills and Requirements

- Education: Bachelor's degree in a relevant field (e.g., social sciences, statistics, evaluation)



- Experience: 1-3 years experience in program evaluation and research. Experience organizing multiple simultaneous projects/events.
- Knowledge: Knowledge of evaluation methodologies, and program evaluation standards.
- Skills: Strong organizational, research, communication and problem solving skills. Excellent interpersonal and communication skills, both written and oral
- Other: Strong attention to detail; flexibility and a high level of accountability.

Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is unapologetically committed to breaking barriers to STEM. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 375,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. Our Ottawa office is centrally located in the Byward Market. We offer a competitive salary and benefits package including access to group health & dental benefits, Group RSP with matching contribution, and Holiday closure. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.