



## Researcher & Evaluator (Community Safety & Well-Being)

**Date Posted:** December 4, 2024

**Closing of Posting:** January 3, 2025

**Work Location:** Canada (remote)

### What is the Opportunity?

The Canadian Centre for Safer Communities is seeking a Researcher & Evaluator to contribute to community safety and well-being (CSWB) research and evaluation work across the country. The successful candidate will play a vital role in several key research and evaluation activities, including conducting literature reviews, compiling statistics, aiding in designing evaluation frameworks and tools, conducting data collection (facilitating interviews and focus groups, administering online surveys, etc.), analyzing collected data, and assisting in the development of research and evaluation reports and publications. The role will primarily involve qualitative research and evaluation, with some basic quantitative analysis such as descriptive and inferential analysis and compiling open data statistics into reports. This position offers an exciting opportunity to be at the forefront of community safety research and evaluation in Canada.

### Commitment to Equity

CCFSC is committed to diversity, equity, and inclusion and strives to adopt an intersectional lens in our work. To reflect the rich diversity of the communities we work with, we welcome all applicants, including those who experience historical and/or current barriers to equity, such as:

- Indigenous Peoples (First Nations, Métis, and Inuit)
- Individuals that experience discrimination due to race, ancestry, ethnicity, religion and/or spiritual beliefs
- Persons with visible and/or invisible disabilities
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Newcomers

We encourage equity-deserving applicants to consider self-declaring during the application process.

### A Bit About Us

CCFSC brings together urban, rural, and Indigenous communities across Canada to build capacity, prevent and reduce violence and crime, and foster CSWB through training, research and evaluation, knowledge exchange, and expertise. Our work is guided by a broad concept of community safety and well-being and includes thorough and participatory local assessments and planning, recommending a variety of evidence-informed preventative measures, mobilizing stakeholders, supporting evaluation and monitoring, and public engagement. These efforts expand beyond criminal legal system responses and reduce reliance on enforcement. For more information visit <https://ccfsc-cccs.ca/>

### A Bit About You

The Researcher & Evaluator is someone with a commitment to enhancing community safety and well-being through impactful and community-based research and evaluation. They are enthusiastic about understanding the nuances of CSWB planning and evaluation approaches and are dedicated to engaging with diverse community members and stakeholders. With a collaborative spirit, they excel in co-designing actionable evaluations to uncover key findings that drive effective community safety and well-being strategies locally and regionally. They



have a good understanding of various types of evaluation and of the importance of incorporating different worldviews and ways of knowing. The ability to independently design and conduct data collection (i.e., drafting data collection tools, compiling statistics, conducting surveys and interviews, conducting arts-based methods) and thematic analysis is also instrumental for this position.

## Responsibilities

- Attending project team meetings to remain informed about project progress and updates and providing timely updates on research and evaluation activities as needed.
- Assisting in the development of research and evaluation design, including defining methodology, data collection methods, drafting data collection tools and providing realistic timelines.
- Conducting comprehensive literature reviews by examining academic sources, grey literature, and other relevant documents and populating key findings into literature review tools.
- Compiling and synthesizing literature review findings into comprehensive reports.
- Compiling existing statistics into data reports with high-level interpretations.
- Aiding in the identification and recruitment of groups and organizations for participation in surveys, interviews, focus groups, etc.
- Coordinating and scheduling research and evaluation activities such as virtual interviews and focus groups to ensure smooth execution.
- Conducting virtual interviews, facilitating focus groups and other participatory data collection methods.
- Transcribing and analyzing qualitative data using thematic analysis methods. Analyzing quantitative data using descriptive and inferential analysis.
- Participating in meetings and presentations as needed to discuss methodology and findings from evaluation activities.
- Contributing to the writing of research and evaluation reports that cover context, methodology, findings, and recommendations.

## Attributes

- Strong understanding of various types of evaluation, diverse methodologies, and of the importance of incorporating different worldviews and ways of knowing.
- Good knowledge of various research & evaluation methods (quantitative, qualitative, mixed, Indigenous, arts based).
- Commitment to working from participant-focused, community-centred and anti-oppressive lenses.
- Strong experience in qualitative research and evaluation methods, data analysis approaches and software. Experience in basic quantitative data collection and analysis.
- High level of accuracy and thoroughness in conducting literature reviews, data analysis, and reporting.
- Proficiency in both written and oral communication, with the ability to clearly present research and evaluation designs and findings and engage with diverse stakeholders.
- Excellent organizational abilities to manage multiple tasks, coordinate research and evaluation activities, and adhere to project timelines.
- Ability to adjust to evolving project needs and new research and evaluation methods and tools.
- Willingness to work effectively with project teams, advisory committees, and community members.
- Strong ethical standards in conducting research and evaluation and handling data.
- Ability to work independently, manage time effectively, and conduct research and evaluation activities with minimal supervision.



- Genuine interest in improving community safety and well-being through evidence-informed research and evaluation.
- Ability to prioritize tasks and work on tight deadlines.
- Ability to work flexible hours (occasional evening and/or weekend work may be required) to accommodate stakeholders and community members. Some travel within Canada may arise a few times per year.
- Commitment to continuous learning in evaluation and in the field of equity, diversity, and inclusion.

## Qualifications

- Education and Experience
  - Master's degree in a relevant field (e.g., sociology, criminology, community psychology, social work, etc.). Equivalent experience will also be considered.
  - At least three years of experience in an evaluation position.
- Required Skills
  - Excellent verbal and written communication skills, with a proven track record of clearly conveying complex information and research and evaluation findings to a variety of audiences, and in culturally responsive ways.
  - Expertise in facilitating discussions, interviews, and focus groups in diverse settings, including virtual environments, to elicit feedback and foster meaningful dialogue.
  - Experience in engaging and collaborating with a wide range of stakeholders and community members, demonstrating cultural sensitivity and the ability to build strong, collaborative relationships.
  - Strong background in qualitative research and evaluation methodologies, including data collection, analysis, and interpretation, with a thorough understanding of best practices in the field.
  - Strong organizational and time-management skills, with the ability to manage multiple tasks and deadlines while maintaining high-quality research and evaluation outputs.
  - Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) for document creation, data analysis, and project management. Proficiency in other research software and information management systems and dashboards.
  - Proficiency in using virtual meeting platforms such as Zoom and Microsoft Teams, including setting up and managing online meetings, webinars, and collaborative sessions.
- The following skills/experience(s) will be considered assets:
  - Bilingual (English and French).
  - Experience in advanced quantitative research and evaluation analysis.
  - Other relevant trainings and/or certifications (Indigenous Canada, GBA+, etc.).

Applicant must be eligible to work in Canada (i.e., Canadian citizen, permanent resident, or work permit).

**Career Level:** Experienced

**Job Schedule:** minimum of 30 hours per week and up to 37.5 hours per week

Canadian Centre for  
**Safer Communities**



Centre canadien pour des  
**communautés plus sûres**

**Salary Range:** \$35.00 - \$38.00 hourly (depending on level of experience)

**Start:** As soon as possible.

**End:** March 31, 2026 (opportunity to extend)

To apply, please email your CV and cover letter to [team@ccfsc-cccs.ca](mailto:team@ccfsc-cccs.ca) by January 3, 2025.

We thank you for your interest in CCFSC and appreciate the effort required to apply for this position. Applicants will be contacted by January 10<sup>th</sup> if they are selected for an interview.