JOB POSTING

Position Title:	Evaluative Learning Assistant
Location:	Head Office Ottawa, Program Department
Reports To:	Evaluative Learning Manager
Supervises:	N/A
Date:	April 2022

SUMMARY

CODE is currently developing new systems, processes, and tools for Evaluative Learning, to meet the needs of the growing organization, and addition of new projects. New methodologies for training teachers, and monitoring outcomes of their learning, have been adopted and we are using Outcome Mapping to demonstrate the learning of children is being developed. CODE is hiring a co-op student to support this process and the work of the **Evaluative Learning Manager.**

Under the direction of CODE's **Evaluative Learning Manager** the **Evaluative Learning Assistant** will support CODE's Evaluative Learning systems, processes, and tools. The **Evaluative Learning Assistant** will be responsible for ensuring the Log Alto system is set up and functioning for use in monitoring projects, analyzing data across projects, and compiling organizational data and learning. Once this is undertaken, the **Evaluative Learning Assistant** will work with the **evaluative Learning Manager** to use Log Alto to collect data through surveys, Key Informant Interviews and Focus Group Discussions, analyze that data both within and across projects, and draw lessons across all CODE's project to ensure organizational learning occurs. The **Evaluative Learning Assistant** may also be involved in writing reports based on Log Alto data.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The **Evaluative Learning Manager** is a core position within the organization towards achieving results in these areas.

POSITION QUALIFICATIONS

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Commitment to girls and women's rights and understanding of integrating gender equality in development initiatives

- Pursuing an undergraduate degree in international development or education with strong technical skills and/or information technology, computer science, information systems with an interest and ideally background in international development.
- Preferably knowledge and use of online M&E tools, systems, and software, specifically **LogAlto** or technical skills and an interest in developing knowledge of **Log Alto**
- Strong English-language writing skills with experience in proposal and report writing.
- Excellent interpersonal, problem solving and communication skills
- Demonstrated ability to get things done
- Strong work ethic and be able to work as part of a team and independently
- Authorized to work in Canada

This opportunity is presently only open to Carleton University students through the university's co-op program: https://carleton.ca/co-op/