

Contract Evaluator

Location: Remote (Work from Home)

Company: Lotus STEMM

Job Type: Contract

Duration: September 2024 - March 2027

Salary: \$57,000 total

Reports to: Roopali Chaudhary, PhD
(CEO/ED)

APPLY BY: September 6th, 2024

About Lotus STEMM:

Lotus STEMM is a grassroots not-for-profit incorporated committed to advancing South Asian women in the fields of Science, Technology, Engineering, Mathematics, and Medicine (STEMM) by breaking down barriers and creating opportunities. Our mission is to empower and support these women through targeted programs, research, and community engagement. We are dedicated to fostering an inclusive environment where equity, diversity, and accessibility are integral to all aspects of our work. More information on Lotus STEMM can be found at: www.lotusstemm.org.

Project Overview:

The "Advancing South Asian Women in STEMM" initiative is a three-year project aimed at identifying and addressing the barriers that South Asian women encounter in STEMM fields. The project includes extensive research, resource development, workshops, and outreach activities to create change amongst educators, employers, community leaders and parents/guardians to support women in their professional journeys.

Role Overview:

Lotus STEMM is seeking a skilled and experienced Contract Evaluator to monitor and evaluate the progress of our three-year project. The evaluator will play a crucial role in assessing the project's effectiveness, tracking its progress against set objectives, and providing recommendations to optimize outcomes.

Key Responsibilities:

1. Develop an Evaluation Framework:

- Create a detailed evaluation plan that outlines methodologies for tracking the project's progress and success.
- Identify key performance indicators (KPIs) to measure project milestones and overall impact.

2. Ongoing Project Monitoring:

- Conduct regular assessments of project activities, ensuring they align with the project's goals and timelines.
- Track progress through both qualitative and quantitative data collection methods such as surveys, interviews, and focus groups.
- Maintain clear and organized documentation of all evaluation activities.

3. Data Analysis and Reporting:

- Analyze data to assess the effectiveness of the project in achieving its goals.
- Prepare periodic progress reports (e.g., quarterly and annual) to keep project stakeholders informed.
- Provide a comprehensive final evaluation report at the end of the project, including actionable recommendations for future initiatives.

4. Equity, Diversity, and Inclusion (EDI) Assessment:

- Ensure that the evaluation process incorporates EDI principles, particularly as they relate to the experiences of South Asian women in STEMM.
- Evaluate the project's impact on promoting inclusivity and equity within the target communities.

5. Stakeholder Engagement:

- Work closely with project staff, partners, and participants to gather insights and feedback.
- Present findings to Lotus STEMM leadership, funders, and other key stakeholders, ensuring transparency and inclusivity throughout the evaluation process.

Qualifications:

- Advanced degree in Evaluation, Social Sciences, Public Policy, Education, or a related field.
- At least 5 years of experience in program evaluation, preferably in non-profit or community-based projects.
- Demonstrated expertise in monitoring and evaluating long-term projects.
- Strong background in equity, diversity, and inclusion (EDI) evaluation practices.
- Proficiency in data analysis tools and software (e.g., NVIVO, SPSS).
- Excellent communication and report-writing skills.

- Familiarity with challenges faced by marginalized communities, especially women in STEMM, is an asset.

Application Process:

Please submit your resume and a cover letter detailing your relevant experience and why you are a good fit for this position to recruitment@lotusstemm.org.

Only candidates selected to move forward in the hiring process will be contacted.

While this position is available for those eligible to work in Canada, Lotus STEMM is committed to creating a workplace that reflects the diversity of the communities we serve. We welcome applications from individuals of all backgrounds, particularly those from underrepresented communities in STEMM fields. We are dedicated to providing an accessible and inclusive recruitment process. If you require accommodation at any stage of the recruitment process, please let us know.