

## Overview

The Program Analyst role is a permanent full-time hybrid position located in Mississauga, Ontario.

Reporting directly to the Director of International Programs, the Program Analyst provides monitoring and evaluation support, training and guidance to ERDO program partners, and maintains and continually improves ERDO's monitoring and evaluation and information management systems. The Program Analyst may also provide technical or thematic expertise for the program team, providing support, training, and guidance to ERDO program partners.

## Key Responsibilities

### ***Monitoring, Evaluation, Accountability, and Learning***

- Lead on program monitoring and evaluation, data collection, best practices identification, and dissemination of knowledge and lessons learned among program staff, program partners, and donors
- Work with program partners to ensure proper identification of baseline and data collection
- Develop systematic and realistic monitoring tools that capture quantitative and qualitative data to report on project performance indicators
- Provide training for program partners in monitoring and evaluation
- Provide support to program partners during the entire program process related to monitoring and evaluation
- Build capacity of program partners in logical frameworks, data management, data analysis, result-based programming, and monitoring and evaluation methods and principles
- Create, provide support, and/or approve the baseline and endline surveys for program partners
- Determine and/or approve indicators for results-based management for Canadian Foodgrains Bank (CFGFB) and other programs
- Create tools and manuals to support program partners in monitoring and evaluation, results-based management, logical frameworks, and data analysis
- Contribute to monitoring and evaluation sections of proposals and reports, including CFGFB and Global Affairs Canada (GAC) proposals and reports
- Manage ERDO's data collection platform, Kobo

### ***Program Information Management and Reporting***

- Organize collection of proposals and reports
- Ensure documents and reports are properly stored on appropriate online platforms and archives
- Manage the organization of the International Programs data platforms and archives
- Manage the program cloud information management system, Smartsheet, including the organization, improvement, and development of the system
- Ensure the timely update of the information management system, Smartsheet
- Schedule automatic updating and notifications based on program schedules
- Create information management guidelines and training manuals
- Provide support and training for staff on the information management system

- Provide program support and information to ERDO staff
- Provide program information to program partners, Mission Global (MG) workers, and MG regional director
- Collect information and write reports for churches, individual donors, and major donors
- Collect information for larger communication updates and reports, including ERDO board reports, PAOC general conference reports, ERDO annual reports, etc.
- Provide information to Marketing and Communications for appeals, website updates, or other Resource Development needs
- Provide program summary sheets and program information slides for church relations and communications staff

### ***Program Quality and Innovations***

- Create and update program documentation, including the Program Framework, project proposal and reporting templates, policies and procedures, etc.
- Track progress of program annual business plan

### ***Program Management for Small-Scale and Thematic Projects***

- Maintain strong relationships with program partners, providing technical assistance
- Process and review project proposals and reports in support of their projects
- Maintain strong communication with program partners through the project cycle

### ***Professional Development and Networking***

- Increase knowledge in monitoring and evaluation techniques, best practices in monitoring and evaluation, and best practices in sector-specific areas
- Increase knowledge in newest tools, indicators, and practices in monitoring and evaluation across all sectors that ERDO works in
- Attend CFGB and other technical workshops and learning opportunities
- Follow-up on recommended reading, information, and reports
- Increase knowledge in information management and monitoring and evaluation technologies, including Smartsheet, Kobo, etc.

## **Qualifications**

### **Core Competencies:**

- High-level proficiency with Microsoft suite of programs and online communication tools
- Strong written and oral English communication skills
- Exceptional organization skills and attention to detail
- Ability to make quality decisions within the scope of authority
- Ability to take initiative, and manage multiple activities with efficiency and accuracy
- Ability to develop and implement improvements in work processes
- Experience working effectively in a team environment
- Excellent interpersonal skills to enable good working relationships with all areas of the organization
- Commitment to the Mission, Vision, and Core Values of ERDO
- Understanding of principles, policies and trends within the international humanitarian aid and development sectors

- Understanding of results-based management is an asset
- Familiarity with data management tools and programs is an asset
- Ability and willingness for international travel; travel into program countries is required

### **Experience:**

- 1-2 years experience in a similar role or other notable relevant work experience
- University degree in a relevant field

## **Why Choose ERDO?**

Established in 1983, ERDO is the humanitarian agency of the Pentecostal Assemblies of Canada (PAOC). Our mission is to passionately respond to the practical needs of people living in poverty and crisis around the world. Our vision is to seek Christ-motivated community and individual transformation by meeting basic human needs and fostering social, economic and spiritual potential. We do our work and seek to honour God through our core values: Integrity, Excellence, Dignity, Collaboration, Compassion and Gratitude. With over 40 years of development experience, ERDO serves children and their families in more than 30 developing countries through community development, crisis response and child sponsorship. We are also recognized by Charity Intelligence as one of the “Top 100 Rated Charities in Canada.”

As an employer, we provide the following:

- Competitive compensation package commensurate with experience which includes salary and paid vacation
- Comprehensive benefits for you and your dependents, which include health, dental, and insurance
- A defined benefit pension plan, with employer-matched contributions
- 10 Paid Personal Emergency Leave days per year
- 5 Paid Flex days per year
- Flexible work arrangements
- Professional learning and development opportunities
- Weekly chapel services

## **How Can I Apply?**

Resume review begins on September 23<sup>rd</sup>, 2024, but we will continue to accept applications until we find the right candidate. Interested candidates should forward their resume and cover letter to [program.analyst@erdo.ca](mailto:program.analyst@erdo.ca) with subject line – Program Analyst. In your cover letter, please explain how your application aligns with the position, ERDO’s mission, vision and values. Please email your resume and cover letter as one .pdf or .docx file.

ERDO strives for an inclusive recruitment process; and welcomes and encourages applications from candidates with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

**ERDO – 2450 Milltower Court, Mississauga ON L5N 5Z6 – [www.erdo.ca](http://www.erdo.ca)**