



Evaluation Specialist Programs & Evaluation

BGC Canada is seeking an Evaluation Specialist to support the Programs & Evaluation Team with data collection, management, and reporting. Reporting to the Senior Manager, Impact & Evaluation, this position will build forms to collect data from Clubs, monitor and review submissions, and prepare, analyze and summarize data for reporting. The Specialist will provide technical assistance and administrative support, as needed. This is a full-time, contract role ending on June 30, 2027.

About BGC Canada

For 125+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About You

You are mission-driven, data-savvy, and detail-oriented. You align with BGC Canada's Core Values of belonging, respect, encouragement & support, working together, and speaking out. You have experience working with or for not-for-profit organizations, ideally supporting data management and funder reporting efforts. You have strong Microsoft Excel skills and are comfortable using form-building software. You are a strong communicator and work well supporting managers to collect, manage, and report on data. You are highly organized and can independently manage multiple priorities and deadlines.

About the Role

Specific duties include, but are not limited to:

- Support the Senior Manager, Impact & Evaluation with the evaluation of the BGC Canada Skilled4Success program
- Create data collection forms in Formstack (e.g., surveys, Club reporting forms, etc.)
- Track data submissions to ensure datasets are complete for reporting
- Review reports submitted by Clubs to check for accuracy and completeness.
- Use strong interpersonal and communication skills to follow up with Clubs about missing data.
- Clean, analyze, and summarize data for use for funder reporting
- Provide Formstack technical assistance to BGC Canada national and Club staff.
- Provide administrative support to Club Services Team as needed, including Salesforce data entry and for the Learning and Impact Project (BGC Canada's national evaluation project)

Qualifications

- Demonstrates great initiative, integrity, and a commitment to excellence.
- Detail-oriented
- Experience and comfort in a Microsoft environment, including Office 365, SharePoint, and Teams.
- Intermediate-level Microsoft Excel skills, for example proficiency in PivotTables, XLOOKUP, IF functions (SUMIF, COUNTIF, etc.), conditional formatting, and data validation
- Experience with a survey- or form-building software
- Strong interpersonal and communication skills
- Strong English language skills, both written and verbal

- A friendly demeanor, a positive attitude, and a team-oriented approach
- Highly organized with strong task and time management skills and the ability to meet deadlines under pressure.
- An enthusiasm for leveraging our technology to help achieve team objectives.
- Willingness and ability to learn new technical skills and related concepts.
- Has a strong commitment to social justice, EDI, and Truth and Reconciliation

Desirables:

- Experience in a charity or not-for-profit organization, ideally in a federated model
- Experiencing designing data collection tools to meet funder reporting requirements
- Designing data communication tools such as charts and infographics
- Experience with Formstack Forms
- Experience with Canva
- Experience using tools to streamline and automate work, such as Power Automate
- Experience using Salesforce.
- Proficiency in French

Working Environment

The successful candidate can choose to work remotely if outside Toronto, Ontario; if in Toronto, they will be expected to work in a hybrid model or full-time out of the national office. When working from home, the incumbent must have a space where they can work comfortably and focus on their tasks. BGC Canada will provide the necessary technology required to get the job done.

How to Apply

If you find this position interesting and believe your skills and experience align, we encourage you to apply! Please email your cover letter and resume confidentially to evaluation@bgccan.com and include "Evaluation Specialist – YOUR NAME" in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.

This is a full-time, contract role ending on June 30, 2027. The starting salary range for this position begins at \$65,000 plus excellent benefits. Placement within the range is commensurate with experience.

Application deadline: Please submit your application by July 11th, 2025, at 11:59pmET.