



Volunteer - Evaluation Role Description

As a volunteer, you will have the opportunity to meet new people in an upbeat and energized environment. The skills you gain in this position are transferable to any job you take in the future. CCMW will be happy to provide you with references.

Main Duties:

- Collaborate with Project Coordinator to develop outcome measures
- Design an evaluation plan
- Collect and analyze data
- Disseminate findings through reports and presentations
- Opportunity to be engaged in research and operational tasks

Skills:

- Excellent analytical skills and the ability to work through problems in a methodical manner
- Strong administration and communication skills
- Strong data analysis skills including experience with Excel
- Ability to work independently and as a team player
- Previous experience in research (design, literature review and measurement selection, ethical research practice, etc.)
- Quantitative and qualitative data analysis skills
- Punctuality and consistent attendance are a must
- Professionalism

Length of Position:

- January to April
- May to August
- September to December
- Full academic year

Remuneration:

As CCMW is depended on project funding, we are unable to offer paid volunteer positions. However, we do provide students with reference letters based on performance and opportunities to network and meet other leaders in the not-for-profit sector.



Hiring Process:

Please submit your cover letter and resume to Sahar Zaidi, Projects Coordinator (contact information below). After submitting your application, if you have been selected for a phone interview, you can expect to hear from us within approximately one week.

To apply, kindly send your resume and cover letter via email to:

Sahar Zaidi
Projects Coordinator
Email: projects@ccmw.com