

Research and Evaluation Analyst

1.0 FTE position (37.5 hours per week)

Posting Date – September 24, 2018

Open Until Filled

Summary

The ideal candidate has a strong understanding of primary and community healthcare in BC and demonstrates exceptional written and oral English skills. The candidate will have several years of experience with qualitative and quantitative research methods and report writing. Preference will be given to those who have completed a graduate degree in the social sciences or public health.

Required:

- Understanding of primary care and community health care in BC
- Exceptional spoken and written English communication skills
- Ability to apply qualitative and quantitative research methods
- Strong attention to detail
- Excellent understanding of a variety of research methodologies
- Ability to synthesize and interpret complex information
- Ability to problem-solve complex issues
- Exceptional MS Office skills (Word, Excel, Power Point)
- Ability to work with and engage with different population groups
- Ability to work collaboratively and support the work of team members
- Strong interpersonal skills
- Ability to conduct literature reviews
- Ability to work with confidential information
- Data entry experience
- Ability to effectively manage client relationships
- Ability to travel within BC

Considered an asset:

- Previous evaluation and/or research experience
- Working knowledge of statistical software (e.g. R, stata, excel, SPSS)
- Experience conducting descriptive and inferential statistical analysis using large data sets
- Ability to work with Adobe suite (InDesign, Acrobat, Illustrator, Photoshop)
- Previous experience with survey platforms (e.g. SurveyMonkey, LimeService, Checkbox, etc.)
- Experience developing reports/materials that effectively communicate findings to various audiences

Responsibilities:

- Develop evaluation frameworks, interview guides, surveys, and other data collection tools
- Conduct directed open-ended telephone and in-person interviews
- Conduct literature reviews
- Write and edit evaluation reports, including report formatting
- Develop user-friendly reports, data summaries, fact sheets, briefing notes, presentations, newsletter content, etc. containing evaluation findings

- Conduct data analysis and data management
- Assist in other research activities as necessary
- Support with business development processes (e.g. drafting RFP responses)
- Occasional data entry

Position Details

1.0 FTE (37.5 regular hours per week).

Some flexibility will be required – including the occasional need to work evenings and weekends as well as travel.

Aside from providing a collaborative and flexible work environment, we offer a competitive compensation package that includes extended health coverage as well as other defined benefits. To apply for this position, please forward a cover letter and CV, along with one short writing sample (5 pages max) with *Research and Evaluation Analyst* in the subject line to stephen@reichertandassociates.ca.

Additional information about us can be found at www.reichertandassociates.ca We thank all who take the time to apply. Unfortunately only those being considered for the position will be contacted.