



Research and Evaluation Analyst

1.0 FTE position (37.5 hours per week)

Posting Date – January 23, 2020

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 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
- Strong spoken and written French communication skills
- Previous research and/or evaluation experience
- Data entry experience
- Excellent understanding of a variety of research and/or evaluation methodologies and the ability to apply qualitative and quantitative methods
- Ability to synthesize and interpret complex information
- Ability to develop reports/materials that effectively communicate findings to various audiences
- Ability to problem-solve complex issues
- Exceptional MS Office skills (Word, Excel, Power Point)
- Strong attention to detail
- Ability to work with and engage with different population groups
- Ability to work collaboratively and support the work of team members
- Ability to work with confidential information
- Ability to travel within BC

Considered an asset:

- 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, Checkbox, etc.)
- Experience with University and/or Health Authority ethics application process

Responsibilities:

- Working with Senior Team members, manage evaluation projects
- Engage with clients
- 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.