

Research Assistant

1.0 FTE position (37.5 hours per week) - Some Flexibility will be required.

Posting Date – June 25, 2019

Closing Date – Open until filled

Summary:

We are a small but growing research and evaluation firm based in Vancouver. We typically work with non-profit and governmental organisations, evaluating programs and services. A significant part of our work is in health care as well as working with marginalized populations. We work in an open environment that promotes collaboration and learning across team members.

This is a new opportunity with our firm. Reporting to one of the firm's Senior Research and Evaluation Analysts, the successful candidate will provide overall project support. Ideally, you have completed a university degree in health sciences or social sciences. You are detail oriented, have an interest in social and health research, want to work in a fast-paced environment, are supportive, and able to work collaboratively.

We take pride in providing a supportive work environment. We offer a competitive compensation package that includes extended health and wellness as well as learning opportunities and bonuses. We support an inclusive work environment and subscribe to the principles of the "living wage".

Additional information about us can be found at www.reichertandassociates.ca

Required:

- Interest in working within a social or health research environment
- Exceptional spoken and written English communication skills
- Good working knowledge of French (spoken and written)
- Strong attention to detail and extremely organised
- Ability to problem-solve complex issues
- Exceptional MS Office skills (Word, Excel, Outlook and PowerPoint)
- Ability to work collaboratively and support the work of team members
- Strong interpersonal skills
- Ability to work with confidential information
- Experience with or working knowledge of both quantitative and qualitative research methods
- University degree

Considered an asset:

- Experience working within a social or health research environment
- Experience with data entry
- Working knowledge of statistical software (e.g. R, MS Excel, SPSS)
- Previous experience with survey platforms (e.g. SurveyMonkey, Checkbox, etc.)
- Ability to work with Adobe suite (InDesign, Acrobat, Illustrator, Photoshop)

Responsibilities

- Data entry
- Transcribing interviews
- Conducting literature reviews
- Conducting data analysis (descriptive statistical analysis and thematic analysis of qualitative data)
- Scheduling meetings and interviews for research team members
- Supporting the development of user-friendly data summaries, fact sheets, briefing notes, presentations, newsletter content, etc. containing evaluation findings
- Formatting and editing documents
- Providing overall logistical support to the team and assisting with other research activities as necessary

To apply for this position, please forward a **cover letter and resume** with ***Research Assistant*** in the subject line to: angela@reichertandassociates.ca

We thank all who take the time to apply. Unfortunately, only those being considered for the position will be contacted.