

## Research and Evaluation Analyst

1.0 FTE position (37.5 hours per week)

Posting Date – August 10, 2021

Closing Date – Open Until Filled

*Reichert and Associates is committed to employment equity and encourages applications from all qualified candidates. To read our [statement on equity](#) please refer to our website.*

### Summary:

We are a small but growing firm based in Vancouver and are looking for someone with a passion for evaluation and research to join our team. You would be joining a small group of researchers who are focused on working as a team, thinking critically and creatively, applying research methods in an ethical, equitable and rigorous way and sharing learnings in a way that is useful and engaging.

The ideal candidate has a minimum of 2 years evaluation experience as well as a strong understanding of primary and community healthcare in BC. The candidate also demonstrates exceptional written and oral English skills and has experience with qualitative and quantitative research methods and report writing. Preference will be given to those who hold a graduate degree in the social sciences or public health.

### Required:

- Understanding of primary and community health care in BC
- Exceptional spoken and written English communication skills
- Minimum 2 years previous research and/or evaluation 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, including marginalized and/or historically underrepresented populations
- Ability to work collaboratively and support the work of team members
- Ability to work with confidential information
- Ability to travel within BC (\*consistent with COVID-19 travel recommendations)

### 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. Simple Survey, Checkbox, etc.)
- Experience with ethics application processes
- Bilingual (French)

**Responsibilities:**

- Working with other members, manage evaluation projects including timelines and budgets
- Engage with clients and communities
- Develop evaluation frameworks
- Develop and implement data collection tools
- Conduct directed open-ended telephone and in-person interviews
- Conduct literature reviews
- Write and edit evaluation reports
- Develop user-friendly reports, data summaries, fact sheets, briefing notes, presentations, newsletter content, etc. containing evaluation findings
- Conduct data analysis and manage data sets
- 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 (always being respectful of current COVID-19 guidance).

We provide a collaborative and flexible work environment, access to on-going professional development, 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 (up to 5 pages) to [stephen@reichertandassociates.ca](mailto:stephen@reichertandassociates.ca) with *Research and Evaluation Analyst* in the subject line.**

Additional information about us can be found at [www.reichertandassociates.ca](http://www.reichertandassociates.ca). We thank all who take the time to apply. Only those being considered will be contacted.