



Research Assistant

1.0 FTE position (37.5 hours per week) – Some flexibility will be required.

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 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 and flexible environment that promotes collaboration and learning across team members.

Reporting to one of the firm's Research and Evaluation Analysts, the successful candidate will provide overall project support. Ideally, you have completed an undergraduate degree in health 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."

Required:

- Bilingual (French and English)
- Undergraduate degree
- Interest in working within a social or health research environment
- Excellent spoken and written English and French communication skills
- 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

Considered an asset:

- Experience working within a social or health research environment
- Experience with data entry
- Working knowledge of statistical software (e.g. R, Stata, Excel, SPSS)
- Previous experience with survey platforms (e.g. SurveyMonkey, Simple Survey, 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

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 ongoing 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 (5 pages max) to stephen@reichertandassociates.ca with *Research Assistant* in the subject line.

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