



Research and Evaluation Analyst

1.0 FTE position (37.5 hours per week)

Posting Date – January 18, 2024

Open Until Filled

About Us

Founded in 2007, Reichert and Associates is a research and evaluation firm made up of evaluators and researchers from differing backgrounds and experiences who are committed to supporting organizations make informed decisions which result in positive change.

Summary

We are looking for someone with a passion for evaluation and research to become part of our team. The ideal candidate has a **minimum of 3 years evaluation experience** as well as a strong understanding of primary and community healthcare in BC. You would be joining a group of researchers who are focused on supporting one another, thinking critically, applying research methods in an ethical, equitable and rigorous way and sharing learnings in ways that are useful and engaging. The candidate will also demonstrate 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 hold a graduate degree in the social sciences or public health.

Required

- Graduate degree with a **minimum of 3 years evaluation experience** or an undergraduate degree with a minimum of 5 years evaluation experience
- Strong analytic skills as well as the ability to develop reports/materials that effectively communicate with various audiences
- Exceptional MS Office skills (Outlook, Word, Excel, PowerPoint)
- Ability to work with and engage with different population groups, including marginalized and/or historically underrepresented populations
- Ability to work with confidential information
- Ability to travel

Considered an asset

- Working knowledge of statistical software (e.g., R, Stata, Excel, SPSS) as well as Microsoft Access
- Experience conducting descriptive and inferential statistical analysis using large data sets
- Ability to work with Adobe suite (InDesign, Acrobat, Illustrator, Photoshop)
- Bilingual (French)

Responsibilities

- Working with senior team members, you will manage evaluation projects including timelines and budgets
- Engage with clients and communities
- Manage multiple evaluation projects; including the development of frameworks, data collection tools, data collection and analysis
- Develop user-friendly reports, data summaries, fact sheets, briefing notes, presentations as well as other media that support communication

- Support ongoing team professional development
- 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.

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 and performance-based bonuses.

Salary and Benefits

Competitive salary (\$60,000 - \$80,000 per year) plus opportunity to take part in a team-based performance-based bonus system.

- Opportunity to work in a highly skilled, supportive and collaborative team
- Extended health benefits
- Flexible work with opportunities to work from home
- Team-based bonus

To Apply

To apply for this position, please forward a cover letter and CV, 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 everyone who takes the time to apply, unfortunately only those being considered will be contacted.

Reichert and Associates is committed to employment equity and encourages applications from all qualified candidates. Our firm subscribes to the principles of a living wage. To read [our statement on equity](#) please refer to our website.