



Research Assistant – Entry Level

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

Posting Date – July 24, 2025

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.

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 a growing research and evaluation firm based in Vancouver. A significant part of our work is in health care where we support the evaluation of programs and services intended to improve both access and outcomes. 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 a university degree in health or social sciences. You are detail-oriented, have a strong interest in social and health research, want to work in a fast-paced environment, want to learn, are supportive, and are 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

- Bilingual (English and French)
- University degree
- Exceptional MS Office skills (Word, Excel, Outlook and PowerPoint)
- 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 organized
- Ability to problem-solve complex issues
- 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 quantitative and qualitative data analysis
- Experience with data entry
- Working knowledge of statistical software (e.g., R, Stata, Excel, SPSS)
- Previous experience with survey platforms (e.g., Simple Survey, SurveyMonkey, etc.)
- Experience with graphic design and ability to work with graphic design programs (e.g., Canva, InDesign, Acrobat, Illustrator, Photoshop)
- Experience with website management (e.g., WordPress)

Primary responsibilities

Generally, you will be supporting the work of evaluation analysts and senior evaluation analysts.

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

Position Details

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 (\$45,000 - \$60,000 per annum) 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 for this position, please forward a cover letter and CV 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.