



Project Assistant
10-month contract

Competition # RAM -18Ea3

Posted: June 15, 2018

Closing Date: July 13, 2018

Location: Edmonton, AB

Malatest is one of Canada's largest independently owned and operated social research companies with office locations in Edmonton, Victoria, Ottawa, Toronto, and Halifax.

Currently, our Edmonton office is looking for a Project Assistant to support a new evaluation project that involves the coordination of extensive data collection at, and travel to, 51 sites throughout the province of Alberta this year.

If you are looking for an opportunity to diversify your social research and evaluation experience focused specifically on early learning programs, this position would be of interest to you.

The Project Assistant is required to have applied research work experience and be familiar with research methods and processes. Preferably, our Project Assistant will hold a Bachelor's degree in the social sciences or other applicable discipline. The ability to speak and/or write in French, or another language(s) is an asset, but not required.

Key Duties & Responsibilities:

Administrative

- Preparing site visit packages (instruments, schedules, location, maps);
- Managing incentives (purchase, tracking and issuing);
- Setting-up a tracking database for site visits, key informant interviews and focus groups;
- Making travel arrangements for 4 to 5 researchers;
- Preparing expense claims and tracking/organizing receipts and reimbursements;
- Retrieving audio-recordings and saving these recordings in a secured shared drive;
- Arranging for the delivery of materials to site locations as required;

Booking Arrangements

- Making initial contact with site locations;
- Describing research activities and site requirements to secure necessary involvement;
- Securing site participation;
- Booking scheduled times for site visits;
- Providing materials to sites (instruments, background information, name of researcher, etc.);
- Scheduling key informant interviews (in addition to site location visits);
- Building the sample for interviews (partners and comparison groups);
- Building the sample for focus groups;
- Setting-up the logistics for the focus groups;
- Setting-up individual interviews for individuals who can't attend a focus group;
- Following-up with all booking arrangements and communicating updates (as necessary) to the site locations, partners, participants and researchers regarding updates, changes and logistics.

¹ As the nature of our work requires project to project flexibility, contracted work term assignments and available work may vary based on project demands, there can be no promise of permanent employment after the assigned project and contract term has ended. All contract positions are subject to probationary period and performance assessments.

Data Collection

- Tracking surveys and providing weekly completion updates;
- Tracking key informant completions and providing weekly updates;
- Monitoring site location completions and providing weekly updates;
- Managing the transcription team and providing quality assurance for transcriptions completed;
- Managing data entry for paper-surveys;
- Coordinating reminder emails and follow-up phone calls for surveys;
- Managing survey dates (for when surveys open and close)
- Monitoring survey quotas;

Data Cleaning and Analysis

- Entering transcripts into NVivo (and assigning attributes);
- Completing the coding for surveys;
- Completing some preliminary coding for interviews and focus groups;
- Cleaning open-end survey responses (e.g. spell-check);

Reporting

- Entering data into individual site location reports;
- Preparing graphs and tables for reports and presentations;
- Creating appendices for materials and reports generated;

Qualifications:

- High school diploma.
- A Bachelor's degree in social sciences, sociology, psychology, education, health, economics, public administration, or another field that includes a strongly applied research component (desirable).
- A minimum of 1 to 3 years of applied research work experience in a professional, client-focused environment with responsibility for managing project logistics from inception to completion.

Project Assistant's must, during the duration of their position, acquire knowledge of:

- The principles of research;
 - Research design and methodology;
 - Quantitative and qualitative data cleaning, coding and analysis preparation;
 - MS Office products (Word, Excel);
 - Computer-Assisted Telephone Interviewing (CATI) software; and
 - NVivo.
- Ability to manage time, tasks, and travel to ensure the successful completion of the project.
 - The successful candidate must be able to self-monitor, constructively handle feedback, and strive for continuous improvement. As a member of the Edmonton team, you will be expected to work well with others and independently, demonstrate high integrity, have acute attention to detail, while accepting responsibility for the quality completion of this contract term.
 - As a condition of employment, high level integrity for private information must be maintained. Successful candidates must be legally entitled to work in Canada, obtain security clearances required with the Industrial Security Directorate Division of Public Works and Government Services and secure requirements for vulnerable sector processing provided by the RCMP or Alberta Police.
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Working Conditions

Malatest is a fast-paced, consistently changing, dynamic work environment. This position will support projects tasks and logistical requirements simultaneously, under the pressure of deadlines. All staff may be required to use, lift, and sometimes carry standard office equipment of 10 to 20 lbs, while on-site and in the Edmonton office. Work in the office, will require sitting for long periods of time with extensive use of a computer. Advanced computer skills are required.

Standard office hours of operation are Monday to Friday, 8:30am to 5:00pm, although some hours may vary by task and other project requirements. Some travel and flexibility to work outside of standard operating hours to and from site locations may be required. Overtime may be required to accommodate workload and deadlines.

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10-month contract (anticipated start date August 1, 2018 to June 30, 2019)

Hours of Work: Full-time, 40 hours per week, with a schedule that may vary based on project requirements; Flexibility to work other hours and overtime will be required.

Based on performance and office needs, there is the potential that this position may be extended for an additional 10-month term in 2019. Additionally, in 2020 this may transition into a part-time opportunity or develop into other project opportunities.

Hourly Wage: Project Assistant range: \$17.00 to \$22.00 per year (based on experience and qualifications).

How to Apply?

Submit a cover letter, resume, and application form to Ms. Pamela Toovey, CPHR of Human Resources. Please quote the office location and the competition number **RAM-18Ea3**. No calls please.

Please be advised that this contract opportunity is open to internal and external candidate consideration.

Note: While we would like to thank every candidate for your interest, only those shortlisted will be contacted.

<p>E-mail: (Word or pdf) resumes@malatest.com</p>	<p>Fax: 1-888-384-2774</p>	<p>By Mail: 858 Pandora Ave Victoria BC V8W 1P4</p>
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