



Research Assistant**Competition # RAM 18Va3****Posted: July 6, 2018****Closing Date: July 20, 2018****Location: Victoria, B.C.**

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

Currently, our Victoria office is looking for a Research Assistant to support our evaluation research for Community Living BC. This includes travel to Vancouver and Fraser Valley areas, driving will be required. Community Living BC (CLBC), with the help of the organizations it supports, wants to help people lead good lives and become fully participating citizens in their communities.

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 Research Assistant role requires applied research work experience and familiarity with research methods and processes. Preferably, our Research 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 communications and incentives (organizing and shipping project materials);
- Arranging for the delivery of materials to site locations or interviewers, as required;
- Hiring and training self-advocate interviewers;
- Providing support for self-advocate interviewers;
- Providing support to service providers;
- Accompanying self-advocates to initial interviews for coaching and quality assurance;
- Tracking and monitoring how many interviews have been completed;
- Updating database information regarding site visit interviews;
- Preparing expense claims and tracking/organizing receipts and reimbursements;
- Retrieving audio-recordings and saving these recordings in a secured shared drive;

Booking Arrangements

- Reviewing and updating the on-line program (Scheduler) which was developed for *include Me!* for service providers to schedule discussions, and for interviewers to access scheduling info.
 - Making travel arrangements;
 - Making initial contact with interviewers and any required site locations;
 - Describing the research activities and requirements to secure necessary arrangements;
 - Securing self-advocate interviewers and service provider participation;
 - Coordinating scheduled times for interviews (in addition to logistic requirements involved);
 - Providing materials to service providers and self-advocate interviewers (materials, background information, names of researchers, etc.);
 - Following-up with all booking arrangements and communicating updates (as necessary) to the site locations, service providers, self-advocate interviewers, and researchers regarding updates, changes and logistics.
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Data Collection

- Tracking completed interview information and providing weekly completion updates;
- Monitoring project progress and providing weekly updates;
- Providing quality assurance for completed interviews;
- Managing data entry for generated project information;
- Coordinating reminder emails and follow-up phone calls;
- Managing project dates (for when data collection activities open and close);

Data Cleaning and Analysis

- Entering transcribed interview notes;
- Completing some preliminary coding for completed interviews;
- Completing the coding and cleaning;
- Cleaning open-end responses (e.g. spell-check);

Reporting

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

Qualifications:

- 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 2 years of applied research work experience in a professional, client-focused environment with responsibility for managing project logistics from inception to completion.

Research Assistant's must demonstrate 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
 - SPSS 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 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 project task assignments.
 - 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 Police.
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Research Assistant

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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 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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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.

Hourly Wage: Project Assistant range: \$40,000 to \$45,000 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-18Va3**. 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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