

Research Assistant



Introduction

Position: Research Assistant

Hours: 35 hours per week

Location: Victoria, BC

Application deadline: April 5, 2021 11:59pm PDT

Desired start date: May 3, 2021

Duration: 16 weeks with a possibility of 2-week extension

Compensation: \$ 25 per hour plus 4% vacation pay

How to Apply

Please submit a cover letter and resume by **April 5, 2021, at 11:59pm PDT** to info@aspect.bc.ca with the email subject of: *Research Assistant - First Name Last Name*.

We are looking for two Research Assistants to temporarily join our team as part of a federally-funded research project. You will be working as part of a small team to conduct and support both project-specific research and evaluation.

About Us

The Association of Service Providers for Employability and Career Training, known as ASPECT BC, is a long-standing, province-wide not-for-profit organization that provides leadership, professional development opportunities, advocacy, and representation in support of community-based workforce development service providers. We also work to build sector capacity so that all people have access to quality community-based workforce development services that support their opportunities to achieve a meaningful and sustainable livelihood.

Our Commitment to You

ASPECT offers a progressive workplace culture that includes:

- Opportunities for professional development to improve your existing knowledge
- 4% vacation pay plus paid health days
- Workspace in a co-working office following all COVID-19 safety protocols (face masks required) and/or working remotely (to be discussed and approved)
- Possibility of flexible work hours within our regular operating days (to be discussed and approved)
- Experience working with government-funded projects and community partners

ASPECT values diversity and strives to be reflective of our province and inclusive of Indigenous peoples, minority communities, immigrants, persons with disabilities and the LGBTQ2S+ community. We will take into consideration any accommodation measures required to enable candidates to be assessed in a fair and equitable manner.

Position

Key Responsibilities:

As a Research Assistant, you will play an integral role in providing data collection in accordance with [FIPPA](#), data analysis, reporting, and overall research support for the designated project. On a day-to-day level you will work both independently and collaboratively with project stakeholders to ensure we are collecting and communicating key data while meeting milestone reporting requirements. You will report to the CEO while also working closely with a second research team member and project partners.

Evaluation & Research:

Under the direction of the CEO and the academic project expert you will:

- Conduct a literature review
- Help facilitate focus group discussions while noting key topics and themes
- Support overall implementation of evaluation activities across all programs based on evaluation frameworks and methodologies
- Provide data management and tracking support for the project, including asset mapping
- Maintain tracking systems, transcribing, data entry, summary reports
- Support data collection and analysis of quantitative and qualitative data from sources such as surveys, interviews, focus group discussions, web analytics and community stories, etc.
- Provide administrative and technical support such as creating surveys using survey tools, using transcribing apps, and collecting and analyzing data
- Provide required data and support the development of reports, infographics, and other communication pieces to help promote the work
- Support administrative and evaluation-related needs

Other:

- Provide insights on methodologies and procedure improvements as related to the project
- Participate in and provide feedback as required by the project funder and partners, including participation in staff meetings, organizational strategic and other planning sessions, and organizational evaluation
- Participate in any required online or in-person learning or feedback sessions in accordance with current research requirements
- Work in accordance with ASPECT's code of ethics

Required Skills

To do this job you will need:

- A minimum of 3 years/60% completion of an undergraduate degree in public health, planning, community development, social sciences, or related field
- A minimum of 1 year of related experience, including experience in research methods, statistical analysis OR an equivalent combination of education, training and experience
- Knowledge of survey methodology, administration, and analysis
- Some experience or training in using survey tools such as Survey Monkey
- Prefer some experience with web-based project planning software such as Monday.com, Asana, or Trello
- Excellent data analysis, report writing and presentation skills
- Excellent interpersonal and communication (verbal and written) skills
- Ability to deliver accurate information in a timely manner
- Ability to exercise sound judgment and discretion when responding to requests for data and information
- Ability to collaborate with others in the collection and analysis of data
- Proficient in Microsoft Office applications (e.g., Excel, Word) and web-based software such as Canva and Zoom
- A commitment to social justice and an interest in building capacity in the employment services sector
- Ability to be well organized, methodical, and work with minimal supervision
- Experience working with community-based organizations an advantage
- Ability to work well both independently and as part a team
- A solid understanding of the importance of equity and equal opportunity in society would be an asset.
- Understanding of the varied experiences of rural versus urban communities in BC and how they may differ
- Interest in, or understanding of, how social service agencies can build or shift toward building virtual services capacity
- Working knowledge of various technologies as related to delivery of virtual education and services.

Compensation

\$25.00 per hour plus 4% vacation pay