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Research and Evaluation Analyst

Job Overview:

Join our dynamic team at the Association for Canadian Studies and Metropolis Institute, dedicated to addressing various social and policy challenges through conferencing, networking, researching and knowledge mobilization efforts.

We are recruiting a Research Analyst for the Employer Insights Into Newcomer Occupations (EIINO) index project, which collates economic performance indicators tied to occupational groups for newcomers and racialized communities in British Columbia and the rest of Canada. The index project aims to build the capacity of local employers/businesses who are looking to attract and retain newcomer talent, by identifying labour shortage needs of employers and newcomer skills gaps through the creation of this interactive tool.

We offer:

- Flexible work hours;
- One day per week working from home;
- A casual work environment;
- The opportunity to be part of a collaborative, open, and supportive team.

Responsibilities of the Research and Evaluation Analyst:

The Research Analyst will be responsible for developing the tool, creating Tableau dashboards, collecting primary (e.g., Census) and secondary data (e.g., interviews with local employers), and working closely with internal and external project stakeholders to conduct research and perform related program evaluation activities.

The successful candidate will be able to work independently and follow strict deadlines while managing multiple tasks, have strong technical writing skills with an understanding of how to present complex statistical analysis into laymans text and infographics. They will also be proficient in using SPSS and/or similar statistical software (e.g., SAS, STATA, R) to analyze large population-based datasets (e.g., Census, General Social Survey, Canadian Community Health Survey) and have knowledge of data visualization programs such as Tableau. The candidate will also be adaptable, innovative, and possess good problem-solving skills.



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Qualifications, experience, and proficiencies:

- Graduate degree or equivalent in the social sciences field.
- Excellent communication skills in English (verbal and written), and French (preferred).
- Minimum two years of applied social science research experience, with knowledge of how to analyze and interpret statistical data (Quantitative)
- Knowledge and experience in qualitative research (preferred)
- Program monitoring and evaluation experience is considered an asset
- Ability to use data visualization applications such as Tableau
- Ability to work independently and as part of a team.
- Ability to thrive in a fast-paced work environment.
- Strong attention to detail and accuracy.
- Proficient in Microsoft Office applications (particularly Excel).

Terms: 1-year full-time contract (35 hours per week) with the possibility of renewal.

Bilingual preferred position (ENG & FR), English required.

Annual Salary: \$55,000

Location: Montreal, QC

We invite interested candidates to submit their CV and cover letter, to sarah.kooi@acs-aec.ca. As an equal-opportunity employer, we value the diversity of our employees and are committed to creating an inclusive environment for all.