

Research Assistant Contract Description

CONTRACT: Needs Assessment Research Assistant
October 2020 – January/February 2021

LOCATION: Remote / Campbell River, BC

COMPENSATION: \$3,000

The compensation for this contract is based on the successful completion of both project activities and deliverables.

CONTRACT POSITION SUMMARY

The Welcoming Communities Coalition of the Immigrant Welcome Centre is currently conducting a Needs Assessment research. We are collecting data from newcomers, other residents and service organizations through surveys, interviews and focus groups. The purpose of this research is to help us identify gaps and overlaps in service delivery in order to ensure that our local programs and services are addressing critical needs of the community. The survey results will be used to guide how organizations work together to improve services to best support immigrants and international newcomers as well as the community.

Immigrant Welcome Centre is seeking a results-driven, motivated research professional who is passionate about understanding data, driving community development and creating welcoming and inclusive communities. Working under the supervision of the Community Engagement Manager and Welcoming Communities Coordinator, the Needs Assessment Research Assistant will support our organization as a business partner by analyzing, interpreting, summarizing, presenting and reporting on the Needs Assessment survey results.

PROJECT OBJECTIVES

- Identify the needs and experiences of immigrants and international newcomers in terms of their knowledge and comfort level in accessing community services and integrating into the community.
- Identify the needs and experiences of long-term residents in terms of their knowledge and comfort level in assisting and welcoming international newcomers into their communities
- Identify the needs and experiences of service providers in terms of their services, knowledge and comfort level in serving and welcoming international newcomers in their organizations.
- Identify gaps and needs in terms of community service delivery, accessibility and integration for immigrants in our communities
- Recommend actions to address key gaps or needs identified.
- Create a polished final report for distribution by February 2021.

ACTIVITIES

Review, Interpret, Summarize & Assemble Data:

- Review data and determine summary, analysis and presentation methodology
- Assemble data into charts, graphs, maps, tables etc. as determined

Analyze Data:

- Perform statistical analysis for both qualitative and quantitative data
- Identify key themes and outcomes
- Identify actionable insights and recommendations
- Present findings to staff in both written and spoken communications

Prepare Final Report:

- Present the Needs Assessment Survey results, insights and recommendations in a polished report format suitable for community distribution.

DELIVERABLES

- Data summary and presentation
- Identification of key themes and outcomes
- Recommendations
- Final report

The compensation for this contract is based on both activities and deliverables.

QUALIFICATIONS:**Required**

- Previous experience in data capture, interpreting, analyzing, data presentation and reporting on data
- Proven experience with textual, numerical, pictorial data etc.
- Minimum 2 years of post secondary training in community development, statistical research or a related field or equivalent experience
- Well developed analytical skills and attention to detail
- Strong computer skills, particularly, database, spreadsheet and word processing
- Professionalism and self-motivation
- Fluency in English – (fluency in other languages a valuable asset).
- Valid BC Driver's License and reliable transportation.
- A clean vulnerable Sector Criminal Record Check.

Preferred Skills, Knowledge and Experience

- Strong interpersonal and communication skills
- Excellent time management and organizational skills
- Experience in contract work
- Desktop publishing skills.

TO APPLY:

Please send your resume and a cover letter outlining your experience and qualifications to Deborah.Hall@ImmigrantWelcome.ca by Friday October 9th. Use "Research Assistant" in the subject line.