



Title: Research Associate

Company: Habitus Consulting Collective Inc.

Location: Calgary/ Work from home

Job Type: Full-time (35 hours per week). This position is an hourly paid position.

Status: 1-year contract.

Job Description:

Habitus is on a mission to drive meaningful Social Change and Community Impact through research, evaluation, and innovation. From North America to Europe, we work with non-profit agencies, community organizations, governments, and private businesses to help tackle some of the most difficult social issues where there are no simple solutions. That is where we thrive.

Habitus is seeking a highly motivated and skilled Research Associate to join our team. As a Research Associate, you will contribute to our organization's mission by conducting research, evaluation, supporting policy analysis, and building strategy. We seek a candidate open to a fast-paced and creative context and can work within tight project deadlines and on a range of issue areas and approaches. This is an excellent opportunity for individuals wanting to positively impact society.

Responsibilities:

- Conduct primary and secondary research or evaluation (including literature reviews, environmental scans, qualitative interviews, surveys, focus groups, note-taking, etc.)
- Develop reports, presentations, policy briefs, and other knowledge mobilization materials for clients that synthesize findings for various audiences (including analyzing, and interpreting qualitative and quantitative research findings, identifying strengths, recommendations, trends, patterns, and key insights).
- Assist in client meetings and engagements (including building relationships, co-ordinating
- Support strategic plan development, program logic models and impact measurement.
- Construct evaluation and research data collection instruments (including facilitation plans, survey and interview tools using SurveyMonkey/Qualtrics and other software and google docs).
- Manage data collection, including supervising/mentoring research assistants, coordinating data collection plans, and managing and protecting data integrity.
- Maintain accurate records and documentation of research processes, data, and findings.
- Support research and evaluation frameworks, work towards project milestones
- Assist with other project management tasks, including planning, organizing, and coordinating research activities.
- Support knowledge mobilization responsibilities such as creating blog posts, presentations, developing training materials, etc.
- Participate in learning opportunities and skills building to stay up to date on the latest research methodologies, tools, and best practices in the field of social research.
- Collaborate with cross-functional teams to ensure research objectives align with organizational goals.



- Contribute to the development of research proposals, funding applications, and grant-writing activities.

Qualifications:

- Masters /Ph.D. degree in Social Sciences (e.g. Sociology, Geography, Anthropology, Social Work, Political Science), or a related field.
- Minimum 5 years of applied experience in research (including community settings), strategy or evaluation. Consulting experience is considered an asset.
 - Strong analytical and critical thinking skills with the ability to draw actionable insights from complex data.
 - Excellent verbal and written communication skills, with the ability to present research findings effectively and write reports (especially for the nonprofit sector and funders).
 - Strong interpersonal skills to work with clients, manage expectations and support project management.
 - Qualitative and quantitative research methodologies and tools.
 - Strong understanding of evaluation methods and design
 - Knowledge of ethical guidelines and principles related to social research.
 - Expertise in government policy and systems change
- Proven experience in leading projects, meeting deliverables in a timely manner
 - Detail-oriented with strong organizational and time management skills.
 - Ability to work independently as well as collaborate effectively in a team environment.,
- Subject matter experience in one of our many project areas, including (but not limited to)
 - Anti-racism, Indigenous framework, Diversity, Equity and Inclusion (preferred)
 - Newcomers and immigration (preferred)
 - Substance use and harm reduction, poverty reduction, health (including mental health) (preferred)
 - Policy analysis (preferred)
 - Youth and children
 - Peer support
 - Sport and recreation,
 - Community development.
- Proficiency in Microsoft Office Suite.

Habitus is an equal opportunity employer. We value diversity and strongly encourage Indigenous, Black, and diverse Racialized people to apply. We are open to candidates with international experience.

How to Apply:

Interested candidates are requested to submit their resume, cover letter, 1 writing sample and any relevant supporting documents to info@habituscollective.ca. Please mention.

Note: Only shortlisted candidates will be contacted for an interview.