



Summer 2022 Research Assistant

Are you looking for a full-time summer position to gain skills in program evaluation and consulting? We're looking for an emerging evaluator to join our team!

Because this position is partially funded by the federal government, **applicants must be between the ages of 15-30 years old.**

About Cathexis

Cathexis is a Toronto-based [Certified B Corporation](#)[®] that specializes in evaluation and social impact measurement. Program evaluation is "a systematic method for collecting, analyzing, and using data to examine the effectiveness and efficiency of programs and, as importantly, to contribute to continuous program improvement."¹ We provide program evaluation consulting services to not-for-profits and charities, the public sector, and foundations within Ontario and across Canada. Most of our projects are for organizations that deliver programming related to health, workforce development, education, and social services.

We're a tight-knit team of eight staff. Our work is guided by strong progressive values and a deep commitment to helping organizations understand and achieve real impact.

We take pride in our reputation as independent and credible evaluators who deliver high quality work and excellent client service. We're also committed to giving back to the evaluation field by presenting at conferences, writing articles, and providing mentorship to new evaluators. Read more about us on [our website](#).

Key responsibilities

You will:

- Analyze qualitative and quantitative data
- Summarize literature and documents
- Schedule and conduct short interviews or surveys
- Create data visualizations
- Organize databases
- Perform data entry
- Assist with formatting and editing of documents

¹ <https://www.cdc.gov/evaluation/index.htm>

Required qualifications

- Bachelor's degree or higher, with successful completion of social research methods courses (will also consider qualified upper year Bachelor's degree students)
- Between 15-30 years old (as position is tied to federal government funding)
- Experience working in a social research position (e.g., research assistant roles)
- Strong analytical skills
- Team player with superior interpersonal skills
- A love of learning
- Sense of humor

Assets (preference may be given to candidates with the following)

- Experience with program evaluation
- Bilingual (French and English)
- Lived or working experience with diverse communities such as people with disabilities; First Nations, Inuit, Métis communities; Black communities or communities of colour; newcomers; LGBTQ2S+ or other. We welcome and encourage applications from all qualified individuals.
- Knowledge of data analysis software capabilities (e.g., SPSS, NVivo).

Work environment

Cathexis is currently a hybrid work environment due to COVID-19, with some staff working in office and others from home. Project teams meet frequently via video and teleconferencing. We are open to discussing the preferred working arrangement with the successful candidate.

We are committed to having an accessible workplace. Our office space is wheelchair accessible and we are happy to discuss accommodations.

Hours

This position is full-time 40 hours/week over the summer (to September 3, 2022). We can work out your exact schedule together, but your work must be carried out over the hours of 8 am – 5 pm ET to allow for collaboration and support.

Compensation

The hourly rate for this position is \$22.50 per hour.

Additional perks

To support your professional learning in evaluation, we offer the following:

- Paid work time to learn about evaluation (e.g., readings, webinars, staff learning-focused discussions)

- Paid membership to the Canadian Evaluation Society (after 1 month)
- Mentorship from leading evaluators

Contract length

Approximately April 25, 2022, to September 3, 2022, with a one-month trial period. If the successful candidate is only available for a shorter period, we can offer some flexibility with the contract length; however, we prefer candidates to commit to this position for at least 3 months.

How to apply

If you are interested in this position, please send your cover letter and résumé to Kathy Taylor at finance@cathexisconsulting.ca using the following subject line "Summer 2022 Research Assistant Application".

While we thank all applicants for their interest, we will only contact you if you are selected for an interview.

If you need accommodations for any or all aspects of the selection process, please let us know.