

Research Assistant

Summer Position

Calgary Counselling Centre (CCC) changes people's lives. We provide counselling for individuals, youth and families of all backgrounds, with barrier free access and no wait-lists. We are philosophically grounded in research and outcomes measurements and are achieving unparalleled client success; we educate and train counsellors — all within a thriving social enterprise structure.

Calgary Counselling Centre is looking for a talented youth who is passionate about research, interested in contributing to our team and seeking a great learning opportunity.

Duties:

The research assistant will use their skills to contribute to the research program at Calgary Counselling Centre.

- Data entry from standardized instruments and other surveys into SPSS and other databases
- Prepare testing packages for administration in group programs
- Complete qualitative analysis of data
- Complete literature reviews
- Perform administrative tasks as required
- The student may also be asked to assist in the collection of data and participate in other research tasks as needed (test scoring, report preparation etc.)

Qualifications:

- Post-secondary experience in social work, psychology, nursing, or community health with qualitative research methods and analysis
- Experience with data collection, quantitative analysis and qualitative analysis
- Experience in conducting literature reviews
- Experience with report preparation and presentation
- Attention to detail, excellent organizational and time management skills
- Able to work both independently and in a team environment
- Excellent verbal and written communication skills
- Excellent computer skills, experience with SPSS or R an asset
- Ability to think and act systematically

Given that this position may be supported in part by a grant, to be eligible, youth must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred (International students are not eligible participants)
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Youth that self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market are strongly encouraged to apply for this position. (Recent immigrants, youth not previously employed, indigenous, youth with disabilities, visible minorities, LGBTQ2 youth and women in technology).

This position begins approximately May 6, 2019 and goes until August 23, 2019 dependent on funding. This is a full-time position with wages of \$18.00 per hour.

If you are interested in this opportunity, please submit a Cover Letter, Resume and 1 - 2 writing samples with your application to: hr@calgarycounselling.com no later than March 15, 2019.

Calgary Counselling Centre thanks all applicants for their interest, however, only those selected for interviews will be contacted.