

**McCreary Centre Society**

Job title: **Community Evaluation and Research manager**

Term: Position is funded through 31<sup>st</sup> March 2019

Reports to: Director of Evaluation, Executive Director	Supervisory responsibilities: Youth Research Academy participants, practicum students , Research Assistants
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Hours of work: 37.5 hrs per week – may include occasional evening and weekends	Salaried /Hourly: Hourly
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Location: Will require travel within British Columbia	Office Base: 3552 East Hastings Street, Vancouver, BC
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Job summary: Coordinate, facilitate and effectively record individual interviews and focus groups with diverse groups of youth. Conduct data analysis

Job roles and responsibilities:

- Coordinate and facilitate surveys, focus groups and interviews with diverse groups of youth and adult stakeholders
- Accurately record and summarize focus group and interview data, and analyze data from surveys
- Develop and maintain relationships with youth-serving organizations across British Columbia
- Assist the production of community-friendly reports
- Any other research and youth engagement duties as required

Specific duties will also include:

- Coordinating data collection for 2 large scale evaluations
- Supporting data entry and analysis of the 2018 BC Adolescent Health Survey

Job qualifications/requirements:

- Organized, proactive, flexible, and adaptable
- A minimum of two years experience working with diverse groups of youth

- including marginalized youth
- Experience of participatory research methodologies and practice
  - Strong facilitation skills
  - Excellent verbal and written communication skills
  - Basic SPSS skills
  - Able to work independently and as part of a team

- Educational requirements:
- Undergraduate coursework in research methods and statistics

- Other requirements:
- Valid drivers license: Yes
  - Access to vehicle: No
  - Criminal record check: Yes
  - First Aid cert: Yes

I have read and understand the requirements of this position. I am able to perform the duties laid out above.

I will strive to uphold the mission and values of the Society and agree to comply with the Society's policies and procedures

\_\_\_\_\_Date\_\_\_\_\_