

**Research and Data Specialist
Employment Synergies for Immigrant Women Project
Full Time - 37.5 hrs per week (Limited Term for 12 months)
Competitive salary and benefits package**

The Research and Data Specialist is responsible for conducting research and data mining to produce an inventory of briefs and statistical information to be used to enhance services for immigrant and refugee women. The individual must have strong research and analytical background as well as exceptional communication skills.

DUTIES AND RESPONSIBILITIES

- Review existing inventory of research gathered for various industries
- Expand inventory by collecting and entering new information related to the identified subject matter
- Ensure the integrity of employer and project data captured in the agency database
- Mine data from the federal, provincial, and municipal data repository
- Prepare research briefs on select thematic or subject matter areas related to employment
- Assist with all communication pieces pertaining to the collection of quantifiable and qualitative data through surveys and other evaluation

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Two years' experience in a high-level administration position
- Experience in primary and secondary research methodologies is required
- Knowledge and experience in the creation and development of research briefs
- Excellent oral and written communication and time management skills
- Excellent organizational skills and ability to multi-task and prioritize
- Excellent digital literacy skills including Microsoft Office Suite
- Strong research skills and understanding of data collection methodology
- Strong organizational and teamwork skills, collaborative problem-solving and decision-making
- Strong teamwork skills and ability to work in a team environment
- Strong analytical, organizational and interpersonal skills with sound judgment and a diplomatic approach
- Ability to handle confidential and critical information

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary, AB T2G 4Z6
Email careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.