

Junior Evaluation Consultant - Job Description

Who we are:

Ference & Company is one of Canada's leading program evaluation and research consulting firms. Since 1980, we have worked with federal and provincial/territorial governments, crown corporations, Indigenous organizations and governments, industry associations and non-profit organizations to conduct program evaluations, organizational reviews, development strategies, feasibility assessments, market research, and a broad range of other studies.

For more information, please visit our website: <http://www.ferenceandco.com/>

We are looking for a Junior Evaluation Consultant to join our team to support with a variety of evaluation and research projects.

Who we are looking for:

The ideal candidate will have:

- Have a master's degree or higher in a relevant field and at least 1 year of conducting/supporting evaluation and/or research.
- Experience summarizing and/or coding qualitative responses obtained through interviews, focus groups, or surveys.
- Proficiency with MS Excel software, including ability to conduct quantitative data analysis and create charts. Experience with SPSS is an asset.
- Proficiency with other MS Office programs including Word and PowerPoint.
- Experience in conducting literature reviews and document reviews.
- Superior written and oral communication skills.
- Critical thinking, attention to detail, and the ability to multi-task in order to meet project demands and expectations consistently.
- Interest in pursuing a career in evaluation.

Main responsibilities:

Specific responsibilities will include, but will not be limited to, the following:

- Conducting thorough internet research to identify sources of information, documents, and key informants for interviews and surveys.

- Conducting detailed literature and document reviews and providing concise well written summaries to project managers.
- Scheduling key informant interviews and focus groups through email and over the phone.
- Summarizing and coding responses obtained through qualitative research, including key informant interviews, focus groups and surveys and providing concise well written summaries to project managers.
- Programming surveys and applying pre-determined logic.
- Organizing and analyzing quantitative data using MS Excel and SPSS and providing project managers with accurate and clearly presented tables, charts, and written summaries.
- Proofreading, editing and otherwise assisting project managers to finalize reports and other deliverables.
- Working with a diverse team while multitasking and managing shifting priorities.

Ference & Company Values:

- *Equity, Diversity, and Inclusion (EDI)* – Ference & Company is an equal opportunity employer that values EDI in the workplace.
- *Integrity* – We conduct our work in a manner that is honest, neutral, and respectful.
- *Collaboration* – We work in partnership with clients and colleagues in considering different perspectives and leveraging strengths.
- *Cultural Responsiveness* – We utilize a participatory and culturally responsive approach that promotes strength-based methods as well as cultural safety and humility.
- *Reconciliation* – Our team is committed to supporting the Truth and Reconciliation Commission of Canada: Calls to Action.
- *Quality* – We strive to produce high quality deliverables that are thoughtfully designed, thoroughly researched, and professionally executed and include useful and actionable recommendations.
- *Innovation* – We foster curiosity, innovation and introspection and encourage ongoing professional development.
- *Work-Life Balance* – We value personal well-being and strive to foster a positive work-life balance.

How to apply:

Email your resume and cover letter describing your past experience, suitability for the position, and career objectives to: inquiries@ferenceandco.com. Please note, only short-listed candidates will be contacted.