FULL TIME

Job re-posted: May 13th, 2019

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LOCATION
Hamilton or Ottawa, Ontario

REPORTS TO
Research Manager

WHO WE ARE LOOKING FOR
The ideal candidate has a strong background in quantitative analysis, is curious and innovative, and adept at the creative use of data science tools and techniques to produce strategic value for an interdisciplinary research team and for senior management. The candidate will take a leading role in imagining and generating new angles and applications for our work and data collections. Valuable assets include: an interest and expertise in social policy and a strong understanding of the importance and limits of data in public policy research.

WHO WE ARE
Cardus is a non-partisan, public policy think tank and registered charity dedicated to promoting a flourishing society through independent research, robust public dialogue, and thought-provoking commentary. Drawing on 2,000 years of Christian social thought, we seek to renew North American social architecture through credible public research into big questions that require strategic collaboration to address human need. We have research programs and initiatives in the following areas: Education, Family, Law and Religious Freedom, Social Cities, Social Isolation, and Work and Economics. Cardus also publishes COMMENT Magazine and Convivium. To learn more about us, visit our website, follow us on Twitter, and check us out on Facebook.

HOW TO APPLY
Apply here. We will review applications as they are received. Job posted until filled. We look forward to hearing from you.

Cover letter required.

CORE COMPETENCIES AND QUALIFICATIONS

- Strong data analysis and research methods skills with proficiency using SPSS, Mathematica, R, or similar statistical software packages.
- Entrepreneurial spirit and thirst to unlock new story and policy angles from data sets.
- Understanding of advanced statistical analysis such as regression and factor analysis
- A demonstrated understanding of the contributions and limits of quantitative research, and the ways in which it can work with and assist other kinds of research, including qualitative, philosophical, and theological.
- A minimum of three to five years work experience, with data analysis support for public policy projects considered valuable.
- Strong attention to detail and the ability to perform work with a high level of accuracy.
- Excellent project management and planning skills; ability to handle multiple projects simultaneously.
- Ability to complete and prioritize assigned duties within critical deadlines.
- Ability to work independently and in a team environment.
- Upholds the professional integrity necessary to handle confidential information.
- Excellent verbal and written communication skills.
- Bachelor's degree.
- Master's degree an asset.
- Understanding the significance of Christian social and political thinking for public policy challenges considered valuable.
- Strong work ethic and aptitude for continual learning and professional development.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), E-mail, and Adobe Products.

RESPONSIBILITIES – POSITION EMPHASIS

RESEARCH AND ANALYSIS.

- Clean, evaluate, and analyze quantitative and qualitative data using statistical software.
- Provide data analysis and research for the production of policy papers and briefs for multiple audiences, including program stakeholders, parliamentary committees, media, and civil society leaders.
- Perform data quality and data integrity checks.
- Identify and interpret trends or patterns in complex data sets.
- Contribute methodological insights and planning in the early stages of project research.
- Perform literature and data set reviews using government, academic, and other sources of information.

- Effectively execute and communicate complex analysis and insights to research and management team colleagues and various stakeholders in a visually appealing and concise manner.
- Produce content to support the development of internal research and public-facing deliverables.
- Deliver data-driven insights, produce timely and actionable information and help drive results for internal and client-facing projects.
- Bring data to life through effective visualizations and explanation for non-technical audiences.
- Develop recommendations for process improvements to benefit research department.
- Assist with other research assignments and special projects for colleagues as needed.

WRITING.

- Write, publish, and provide analysis of research findings for reports, articles and other deliverables.
- Develop and curate research and data content for public and by-invitation only symposia, panels, and events.
- Draft, edit, redact, popularize content for research and management colleagues.

COLLABORATION.

- Collaborate with research and management team members to anticipate data needs and formulate solutions to research problems.
- Liaise with various networks/organizations as determined from time to time for specific projects.
- Assist in developing research and undertaking analysis across a range of policy areas with multiple Cardus staff members.
- Contribute to Cardus staff meetings, research team meetings, and semi-annual staff convention gatherings in Ottawa and Hamilton.

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