Social Science Research Assistant - 19-4061.00

Kai Analytics is a highly rated market research and data science consultancy founded in 2017 in Vancouver, BC. We specialize in the analysis of qualitative data through natural language processing techniques, ensuring that human narratives are included in innovative and data-driven decision making. Our team works on end-to-end survey projects on both national and international scales. We recently launched our own SaaS, Unigrams, a qualitative analytics tool designed to help researchers and analysts quickly understand the demands of customers, the concerns of staff and the culture of their organization.

The complexity of our projects is steadily growing, and we are currently accepting applications for the following position:

Social Science Research Assistant

The position will assist the project lead and statistician in data science research in the areas of international development, conflict studies, human rights, and mediation. The individual will assist with reviewing and developing proposal documents, especially for proposals related to social research projects.

This position will include monitoring projects to ensure the team completes their deliverables on time and alerting project lead of potential barriers. Support in the data collection, cleaning, and analysis of both quantitative and qualitative data. Help prepare findings for publications and assist with analysis, quality control and data management.

Additional tasks may include:

- Code data in preparation for computer entry.
- Conduct internet-based and library research.
- Design and create special programs (R, Python, SPSS) for tasks such as statistical analysis and data entry and cleaning.
- Develop and implement research quality control procedures.
- Draft appropriate informed consent documents for research subjects or their guardians.
- Perform data entry and other clerical work as required for project completion.
- Perform descriptive and multivariate statistical analyses of data, using computer software.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Prepare, manipulate, and manage extensive databases.
- Assist in the design of survey instruments such as questionnaires.
- Recruit and schedule research participants.
- Track research participants and perform any necessary follow-up tasks.
- Verify the accuracy and validity of data entered in databases, correcting any errors.
- Developing, maintaining, and supporting project documentation.
- Occasionally provide perspective on relevant blog content.
- Attending meeting with research stakeholders, taking notes and facilitating communication between project team members.
- Supporting other administrative tasks as required.

Location (Flexible, remote within Canada)

This role will allow you to work remotely from anywhere in Canada. You will be successful if you are organized and self-motivated. We keep office hours throughout the day, so we can accommodate your class or family schedules. Should you be located in Vancouver, you are welcome to drop in to use shared-office space.

Term and Compensation

The position will be compensated at $26/hr and 30 hours a week.

Benefits:

Upon the successful completion of a 3-month probation period, all employees will be eligible for extended health care benefits including life insurance, dental care, vision care and paramedical care (e.g. Acupuncturist, chiropractor, massage therapist, naturopath, osteopath, physiotherapist, etc.).

We provide credits for home office supplies, professional development (courses, workshops, etc.), and occasional guest speakers. Occasional silly team-building video game activities may be required!

To Apply

Please submit a resume, a brief cover letter and a past example of your work related to the position to hr@kaianalytics.com.

This position is open to Canadian citizens, permanent residents or a protected people as defined by the Immigration and Refugee Protection Act. Funding for this position may be contingent upon pre-approval for grant funding from one or more provincial/federal funding partners; as such, you may be asked questions to assess eligibility for these programmes during the hiring process and be subject to pre-approval.