

RESEARCH ANALYST

Job Type: Contract

Location: Toronto, Ontario, Canada

Job Type: Contract (10 months)

Salary: \$60,000

First Work, Ontario's Youth Employment Network is looking for a research analyst to join our team. First Work is a leading membership organization bringing together the best providers of youth programming and employment services, business and industry leadership, academia and government in developing solutions for youth employment.

As a Research Analyst, you will be required to input raw data, analyze data, and synthesize the information in a research report for the organization. In addition, responsibilities would include:

- Monitor issues relevant to a specified theme on an ongoing basis, including industry & government developments both in Canada and globally.
- Assist in conducting quantitative and qualitative research, using a variety of methodologies and data sources, and support the development of high profile thought leadership pieces.
- Support the creation of graphs, outlines and drafts of research findings.
- Support the development of internal and external materials related to research insights, including, presentations, articles, and speeches.
- Support and deliver on ad-hoc research and analysis requests as required.
- Successful applicant will demonstrate sound judgment, be flexible and willing to learn and adapt to different work assignments in a team setting, as well as work well independently with minimal direct supervision.

Qualifications

- Undergraduate degree, preferably in economics, business, or another relevant field
- Proven superior research, analytical, and problem-solving skills, especially quantitative skills
- Highly organized and detail-focused, able to synthesize information in a clear and concise way
- Strong written and verbal communication skills
- Strong interpersonal skills and team player
- Comfortable working in an ambiguous environment with competing deadlines and rapidly evolving needs and conditions
- High technical proficiency in MS Office applications; specifically, PowerPoint, Excel and Word (proficiency using statistical and data visualization tools an asset)
- The candidate will have demonstrated organizational skills with the ability to meet deadlines.
- Proficiency in French an asset
- Travel within Canada may be required

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted. Interested applicants can send their resume and cover letter to info@firstwork.org, please note that this posting will be closed on September 18, 2019.