Research Analyst

Hybrid (Edmonton | Toronto) **or Remote | Full-time | $55,000 to $75,000 annually**

Malatest is looking for a Research Analyst to join our dynamic work environment. Analysts work closely with senior staff to contribute to project success across a diverse range of topics, including health, education, labour market, and housing.

Who We Are:

Malatest is one of Canada's largest independently owned and operated research companies with offices in Victoria, Edmonton, Ottawa, and Toronto. We specialize in social and market research, combining rigorous research methodologies with expert consulting services to deliver tailored solutions that meet each client's unique needs. Working across both the public and private sectors, we help organizations identify the right questions, uncover meaningful insights, and generate evidence-based answers that support informed decision-making and drive impactful outcomes.

Malatest believes in investing in employees, providing professional development opportunities, competitive salaries, comprehensive benefits package, paid time off, staff events, and annual discretionary bonuses. We are committed to attracting and developing researchers by providing opportunities for professional growth and ongoing training.

About the Team

Our team brings together individuals with diverse educational backgrounds, professional experience, and areas of expertise. We value collaboration, curiosity, continuous learning, and a shared commitment to producing meaningful research that supports informed decision-making and positive social impact.

The Position

As a Research Analyst, you will support Project Managers in the design and delivery of a diverse portfolio of research projects. This involves applying quantitative and qualitative research methods to collect, analyze, and interpret data, as well as contributing to evidence-based findings and recommendations for clients across a range of sectors. Working collaboratively with colleagues across Malatest offices, the Research Analyst will support projects throughout all stages of the research process.

Key Responsibilities:

- **Research Design and Instrument Development:** Assist in developing research methodologies, sampling approaches, and data collection instruments, including surveys, interview guides, and focus group guides.
- **Primary Data Collection:** Collect primary data through methods such as surveys, key informant interviews, and focus groups. Support survey administration, participant recruitment, and follow-up.
- **Secondary Data Collection:** Conduct literature reviews, environmental scans, and document reviews to identify relevant data.
- **Data Management and Quality Assurance:** Perform data cleaning, verification, validation, and quality checks to ensure the accuracy, consistency, completeness, and reliability of data.
- **Analysis:** Analyze and interpret quantitative data using appropriate analytical methods and software, such as SPSS, STATA, and/or RStudio.
- **Deliverable Generation:** Contribute to the preparation of research reports, technical documents, presentations, and other deliverables that communicate study findings, conclusions, and evidence-based recommendations.

- **Project Coordination and Support:** Assist with project planning, tracking deliverables, budget and timelines, maintaining project documentation, and coordinating research activities under the direction of the Manager.

Qualifications

- A minimum of a bachelor's degree in social science or related discipline (e.g., sociology, psychology, political science, economics, public policy, statistics, mathematics, business).
- 2 to 4 years applied industry experience working in a research environment.
- Proficiency in data management and statistical software such as Stata, R, SPSS.
- Proficiency in Microsoft Office Suite (e.g., Word, Excel, PowerPoint, and Outlook).
- Experience supporting the administration and coordination of telephone and online surveys.
- Experience in research design, survey development, and quantitative and qualitative research methods.
- Ability to analyze, interpret, and synthesize research data and findings.
- Excellent written and verbal communication skills, including the ability to prepare research reports and present findings.
- Strong critical thinking, problem-solving, and attention-to-detail skills.
- Strong organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to work independently and collaboratively as part of a team.
- Commitment to data accuracy, quality assurance, and confidentiality.

Compensation and Benefits

Compensation will be commensurate with experience:

- Research Analyst 1: Two to three years of experience with a bachelor's degree, $55,000 to $65,000.
- Research Analyst 2: Four years of experience with a master's degree, $65,000 to $75,000.

Malatest's total compensation package includes discretionary bonuses, extended health and dental benefits, Short Term and Long-Term disability insurance, Life Insurance, RRSP program, and an Employee Assistance Program.

Employment Requirements

Malatest staff must adhere to privacy, security, confidentiality, and quality standards and be legally entitled to work and travel in Canada. If hired, you would be required to obtain a criminal record check and security clearances with the Industrial Security Directorate Division of Public Services and Procurement Canada. **Applicants located outside of Canada will not be considered.**

Only those selected for interviews will be contacted. All shortlisted applicants will be required to complete testing and submit documentation to support their qualifications.

Additional Details

Schedule: Monday to Friday. Work location: Hybrid (Edmonton | Toronto) or Remote (Canada).

We are committed to fostering an inclusive and accessible work environment and welcome applications from individuals of all backgrounds and experiences. Accommodation is available throughout the recruitment process. To request reasonable accommodation, contact HR@malatest.com.