**JOB DESCRIPTION**

**Job Title:** Junior Research Analyst/ Research Student

**Location:** Ontario, Toronto, Canada.

**Job Type:** Full-time (Hybrid)

**Duration**: 1 position – 1 year

 1 position – 9 months

**Application Deadline Date : January 31, 2025**

**About the Role:**

Lotus STEMM is an innovative not-for-profit organization focused on promoting diversity and inclusion in Science, Technology, Engineering, Mathematics, and Medicine (STEMM) in Canada. We aim to create opportunities for underrepresented groups, foster innovation, and conduct impactful research. As a Junior Research Analyst/Research Student, you will support our mission by contributing to high-quality research and helping drive change in STEMM. The ideal candidate will have experience in both qualitative and quantitative data analysis, proficiency in NVivo, and the ability to extract and analyze data from survey platforms. This role involves close collaboration with the Senior Program Coordinator to ensure alignment with project goals and timelines.

**Key Responsibilities:**

* Conduct qualitative data analysis using NVivo, including coding, thematic analysis, and generating visualizations.
* Perform quantitative data analysis, including basic statistical methods and trend analysis.
* Extract data from survey platforms such as Survey Monkey, Survey Sparrow.
* Clean, organize, and prepare datasets for analysis.
* Assist in interpreting research findings and preparing clear, concise reports and presentations.
* Create visual aids like charts, tables, and infographics to effectively communicate insights and maintain accurate and organized records of research data and documentation.
* Monitor and report on key project metrics in collaboration with the Senior Program Coordinator.
* Assist the Senior Program Coordinator and coordinate project timelines, ensuring deliverables are met as per the project plan.

**Qualifications and Skills:**

* Bachelor’s degree in a field such as Social Sciences, Data Science, or a related discipline.
* Open to candidates who are actively pursuing or recently completed higher education.
* **Mandatory requirement:** Hands-on experience with NVivo for data analysis.
* Proficiency in data extraction and management from survey platforms.
* Strong analytical skills with attention to detail.
* Knowledge of statistical tools (e.g., Excel, SPSS, R, or Python) is a plus.
* Excellent written and verbal communication skills.
* Strong organizational skills and the ability to manage multiple tasks simultaneously.
* Ability to work independently as well as collaboratively in a team environment.

**Please apply by submitting your resume and coverletter to** **recruitment@lotusstemm.org****.** Only applications emailed will be contacted.