

## Evaluation Coordinator

### Full-Time

Reporting to the Evaluation and Data Lead (or designate), the Evaluation Coordinator provides operational support to staff of Primary Care Services. The position is responsible for the day-to-day project and evaluation support for all Edmonton O-Day'min Primary Care Network (EOPCN) program evaluation, data analytics, and Electronic Medical Records (EMR) reporting.

### KEY RESPONSIBILITIES & DUTIES

The Evaluation Coordinator position works to support the various research and evaluation projects within the EOPCN. The position performs a key role in data compilation and manipulation and uses multiple tools to present both quantitative and qualitative data for analysis and evaluation. The position provides program evaluation coordination, implementation, analytics, and reporting support. Develops and implements strategies, processes, and tools for effective data analysis and reporting. Assists in the production of data reports and responds to questions from team members and external stakeholders. Assists with the maintenance and monitoring of the annual physician AGM and open house surveys and maintains and monitors EMR data integrity and measurements.

### QUALIFICATIONS:

Please note that all candidates for the above position must have:

#### Experience:

- 1-2 years of experience in an evaluation coordination or analyst role.
- Experience in applied health services research, using large databases is required.
- Knowledge of statistics and experience programming and analyzing datasets is required.
- A minimum of 5 + years related experience in a similar role, or progressive equivalencies is desired.

#### Education:

- A Bachelor's degree or graduate degree in social sciences, or a health sciences discipline is preferred.

#### Knowledge/Skills:

- Working knowledge of data analysis methods and applications.
- Ability to exercise initiative in problem solving and identification of opportunities.
- Strong analytical skills.
- Experience in the primary health care environment.
- Familiarity and experience with evaluation theories and models.
- Expertise in supporting evaluation implementation and reporting through the full lifecycle of evaluation.
- Expertise in basic and advanced statistical methods is required.
- Strong communication skills and the ability to communicate complex and detailed data clearly and effectively.
- Experience with Accuro and/or other EMR systems is desired.
- Knowledge of data life cycles is desired.

Special requirements/unique aspects of the job:

- Proof of a clean criminal record check in the past 3 months is required.
- Valid driver's license and access to reliable transportation.

**APPLY TODAY**

The EOPCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please submit your resume and cover letter **specifying your relevant experience** by email to:  
[jointheteam@eopcn.ca](mailto:jointheteam@eopcn.ca) (Attn: Naomi)

POSTING EFFECTIVE until suitable candidate is found.

We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.

**Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated based on a protected ground under Human Rights legislation, you may request an accommodation that will be reviewed by the EOPCN.**