**Evaluation Program Manager**

**Position Brief**

The Fraser Northwest (FNW) Division of Family Practice encompasses family physicians and family practices offices in New Westminster, Coquitlam, Port Coquitlam, and Port Moody, B.C. The Evaluation Program Manager’s role is to support the program evaluation with activities that include interviews, data collection, data entry, reporting writing, and maintaining contact with partners and staff . This position is full-time with a flexible schedule that involves working in the Division office, throughout the FNW region, and remotely. This role directly reports to the Executive Director and has one direct report.

**Job Tasks:**

* Implement and maintain tracking procedures for FNW program data and local assessment interviews;
* Responsible for coordinating the timely collection and assessment of data and the timely entering of data;
* Oversee program data integrity during data collection;
* Assist the Executive Director and Program Managers with data analysis;
* Conduct monthly evaluation activities to provide formative feedback to the Board;
* Present regular feedback to the team on available evaluation data;
* Stay current on grant data collection and reporting requirements;
* Prepare the evaluation section of reports for submission to funders;
* Oversee day-to-day program evaluation activities.

**Job Requirements/Qualifications:**

* Bachelor’s Degree with coursework in social science research;
* Proven experience in data management, report writing, and human service populations;
* Familiarity with the B.C. Healthcare System and evaluation approaches and designs;
* Proven experience in research design and implementation preferred;
* Proven experience with clinical settings considered an asset;
* Strong computer skills including the familiarity with major database programs;
* Strong ability to work with quantitative data;
* Works well as part of a team but maintains focus and initiative to work independently;
* Effective and clear communication skills (written and oral);
* Ability to effectively delegate, coordinate tasks, and prioritize with a high level of organization;
* Ability to be flexible and adapt with available resources;
* Remain dependable and punctual;
* Willingness to give and receive feedback and perform a range of tasks;
* Tolerance of change and uncertainty;
* Embraces diversity and cultural awareness;
* Excellent personal and professional boundaries;
* Available to attend and participate in evening division events/meetings throughout the FNW region.

**Success Measurement:**

* Member feedback
* Team feedback
* Evaluations

