

**East Kootenay Division of Family Practice Society – Data Analyst (Part-time; one-year term with possibility of extension)**

If you are interested in improving health care, gaining insights into a complex system, and helping make health care better for patients and providers, then we want to work with you!

The East Kootenay Division of Family Practice is a non-profit society that represents family physicians across the region. We work collaboratively with our members and others to improve healthcare services for both patients and providers. Recently, we have partnered with the Interior Health Authority and the Ktunaxa Nation to develop the EK Primary Care Network (EKPCN).

We are seeking a detail-oriented Data Analyst to support our team in collecting, managing, and analyzing datasets. The successful candidate will be responsible for compiling data, managing databases, and creating impactful reports that support quality improvement and evaluation of various EK Division and EKPCN projects and initiatives. This role will play a crucial part in enhancing decision-making processes and improving outcomes.

For a full list of qualifications and contract deliverables, please visit our website:

<https://www.divisionsbc.ca/east-kootenay/your-division/careers>

**Data Analyst (Contract)**

Type: Contract until February 28, 2026

Approx: Average 15-20 hours per week

Based out of Cranbrook

Contract Rate: \$25-\$35 based on qualifications and experience

Closing Date: Friday, January 10, 2025, at 5:00 P.M., MST

Submit Proposals to: [kstanley@ekdivision.ca](mailto:kstanley@ekdivision.ca)

**Contractor Qualifications:**

- Bachelor's degree in a related field (e.g., data analytics, information systems, statistics), or three years of related experience.
- Experience in data collection, management, and analysis, preferably in the healthcare industry.
- Proficient in using Microsoft Excel; experience with infographic development software and online survey tools (e.g., Survey Monkey)
- Knowledge of data confidentiality standards and data privacy regulations
- Strong attention to detail, with an emphasis on data accuracy and integrity.
- Ability to collaborate effectively with various stakeholders, adapt to changing project needs, and manage multiple priorities.



- Strong problem-solving and critical-thinking skills.
- Excellent verbal and written communication skills for clear reporting and presentation of data insights.

### **Contract Description:**

This contract involves supporting quality improvement and evaluation activities for various projects and initiatives and requires close collaboration with the Executive Director, Managers, Project Leads and other stakeholders. The data analyst will play a vital role in collecting, managing, and analyzing various datasets. They will develop and maintain secure databases, ensuring data accuracy and supporting data-driven decision-making through insightful analysis and impactful visualizations such as charts and infographics.

### **Key Responsibilities**

- Collect, organize, and manage data sets from multiple sources.
- Ensure accurate entry, validation, reconciliation, and retrieval of information.
- Develop, maintain, and secure databases to ensure accessibility and data integrity.
- Create data dictionaries to label and code datasets for better organization.
- Compile, analyze, and present data through reports, dashboards, graphs, and visualizations.
- Help to identify trends and patterns in the data.
- Implement processes to improve data quality and accuracy, ensuring the highest level of data integrity.
- Collaborate with the Executive Director, Project Leads, EKPCN partners, and other stakeholders to meet project timelines and adapt to changing needs.
- Perform various related administrative tasks as required
- Create and administer online surveys and generate survey results reports.

We thank you for your application. Only those selected for an interview will be contacted.