



Centre  
for Effective  
Practice

## About the Centre for Effective Practice

The Centre for Effective Practice (CEP) is one of the largest independent knowledge translation organizations for primary care in Canada. We bring together knowledge, evidence, expertise, and resources to ensure frontline providers have the information they need to deliver high-quality care and improve patients' health outcomes. In Ontario alone, our work reaches over 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

As a federal not-for-profit organization, our objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. We achieve this through the development of evidence summaries and clinical toolkits, quality improvement planning, and implementing various knowledge translation interventions including provider education, academic detailing, and integration of evidence into decision support systems. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

## Position: Evaluation Coordinator

The CEP is seeking an Evaluation Coordinator to support evaluation efforts across the organization. With a strong background in research methods, you will be a key member of our team supporting the quantitative and qualitative evaluation requirements of all the CEP's projects. Candidates should have a strong desire to learn, a passion for improving the delivery of health care and foundation experience in evaluation.

### General responsibilities

- Support the design and execution of evaluation efforts across all organizational projects.
- Collect and analyze qualitative and quantitative data (e.g., develop surveys, data collection tools and service metric summaries, conduct interviews and focus groups, input and analyze data).
- Identify and define indicators for the CEP's projects in alignment with leading healthcare frameworks (e.g., Quadruple Aim framework).
- Develop internal and external facing evaluation reports for funders, stakeholders, senior management team and the board.
- Interface with internal and external experts and stakeholders in support of the organizational evaluations such as researchers, scientists, analysts, economists, clinical leads, expert panels and committees.

- Provide overall logistic and administration support for evaluation related work (e.g., scheduling, meeting agenda and minutes, e-mailing filing, etc.).
- Work closely with the various project teams (Directors, Managers and Coordinators) to support their evaluation needs.

### Qualifications

- University degree in an appropriate health, research or business-related discipline
- Minimum 2 years of experience in related position
- Direct experience conducting qualitative and quantitative research
- Direct experience working in the healthcare industry an asset
- Demonstrated commitment to exceed client expectations
- Strong interpersonal and communication skills, both oral and written
- High level of maturity and confidence in interacting with a wide variety of internal team members and external experts, clients and stakeholders
- Results oriented
- Thrives in cross-functional team environment
- Strong organizational skills, including prioritization, meeting deadlines and budgeting
- Comfortable working in a dynamic environment and dealing with ambiguity
- Independent and self-motivated
- Professional behaviour at all times, even when under pressure
- Must be detail oriented and a problem solver
- Excellent computer skills including proficiency in Microsoft office
- Able to work flexible hours when required

**Salary range:** Commensurate with experience

**Closing date:** This is a call for applications that will remain open until the position is filled

**Location:** The CEP is located in Toronto, Ontario. Due to COVID-19, remote work is currently required.

**Terms:** Full time, 1 year contract with possibility of extension

**Start date:** Immediate

Please submit cover letter and resume to Kory Martin ([kory@yourh2r.com](mailto:kory@yourh2r.com)), subject line "CEP – Evaluation Coordinator Position."

Only short-listed and/or successful candidates will be contacted. Thank you in advance for your interest.