

Louisiana Primary Care Association

Position Description

Position Title: Data Analytics Coordinator

Fulltime Exempt

Supervisor: Analytics and Research Manager | Healthcare Technology and Optimization Manager
| HCCN Project Manager

Position Summary: The Data Analytics Coordinator at the Louisiana Primary Care Association (LPCA) is responsible for supporting comprehensive data analytics initiatives and research activities across LPCA's network of Federally Qualified Health Centers (FQHCs). This role leverages analytical tools and methodologies to extract meaningful insights from healthcare data, supporting evidence-based decision-making and quality improvement efforts. The Data Analytics Coordinator collaborates with cross-functional teams to ensure completeness and accuracy of reports for process improvement, research initiatives, and grant compliance, while supporting LPCA's mission to promote accessible, affordable, quality healthcare services for underserved populations.

Responsibilities:

1. Collaborate with cross-functional teams to identify research objectives and key performance indicators (KPIs),
2. Develop reports and organize data visuals to communicate findings to stakeholders,
3. Assist in designing and executing research studies, including surveys, experiments, and observational studies,
4. Stay up-to-date with industry trends and best practices in analytics and research methodology,
5. Support the development and implementation of data-driven strategies to drive business growth and optimize performance,
6. Perform ad-hoc analysis and provide actionable recommendations to stakeholders,
7. Compile data and ensure validity from multiple assessments to develop profiles for each grant,
8. Create surveys and coordinate administration of surveys,
9. Query and translate data visually into tables, charts, graphs, and narrative presentations to produce user-friendly reports,
10. Support compliance efforts company grants to protect the confidentiality and accuracy of data,
11. Analyze, synthesize, and interpret reports for use in decision-making.

Requirements: Bachelor's degree. Minimum of 1-2 years of relevant experience in data analysis, research, project coordination, or administrative support, preferably in healthcare or government settings

- Experience with data collection methodologies and report preparation
- Understanding of one or more data analysis tools and programming languages such as Python, R, SQL, etc.
- Strong analytical skills with the ability to interpret complex data sets and extract meaningful insights
- Proficiency with Microsoft Office Suite, particularly Excel for data manipulation and analysis
- Experience with data aggregation and data visualization tools like Excel and Smartsheet
- Familiarity with population health tools like i2i and Azara (preferred)
- Knowledge of report writing and data presentation techniques
- Detail-oriented with a strong commitment to accuracy and quality,
- Ability to work independently and collaboratively in a fast-paced environment,
- Communicate effectively, verbally, and in writing.

Please submit resume and letter of interest that includes salary expectations to lpca@lpca.net