



## **Employment Opportunity – PEI Alliance for Mental Well-Being**

**Position:** Training and Development Project Lead

**Main Office Location:** Charlottetown, PE

**Term:** Full-time position

**Hours:** 37.5 hours per week - May include occasional evening/weekend work

**Compensation:** starting from \$38.25/hour, plus a comprehensive benefits package

**Deadline to Apply:** By 4 p.m. on September 25<sup>th</sup>, 2025

### **About Us**

Launched in 2021 as a response to community-informed recommendations, the PEI Alliance for Mental Well-Being (The Alliance) is an independent, incorporated non-profit with a province-wide focus. We are committed to supporting and empowering our community partners across PEI in their prevention-focused and evidence-based work to enhance mental well-being. Our mission is to collectively create a future where everyone on the Island can achieve and maintain the best possible mental well-being throughout their life. To achieve our mission, we are committed to:

- providing relevant learning and development opportunities
- incorporating the latest research into our practices and sharing knowledge with our community
- creating opportunities for deep connection and collaboration
- encouraging innovation and change
- providing capacity support
- advocating on behalf of our courageous community partners

### **About the Position**

The Alliance has adapted and developed an in-depth course on the science of brain development. Course content focuses on topics related to mental well-being, including resilience, protective factors, and adverse childhood experiences. This course, along with other training initiatives being developed by the Alliance, is designed to build a common language and understanding of the factors that can impact mental well-being throughout life. All our training initiatives, including our in-depth course on the science of brain development, are delivered in supportive environments and designed to build trust, connections, and a collective vision for mental well-being on PEI.

As our Training and Development Project Lead, you will play a key leadership role in delivering and continuing to develop this keystone training program and our other knowledge development initiatives. You will also play an integral role in creating and facilitating opportunities for connection and collaboration, with the view to building a vibrant, engaged Community of Practice.

## **Join the Alliance team!**

Are you passionate about mental well-being, driving positive change and empowering leaders to achieve their most ambitious goals? As our Training and Development Project Lead, you'll play a key role in supporting our mission to enhance mental well-being across PEI by equipping leaders, educators, practitioners, and policymakers with the knowledge and tools they need to make a difference. Reporting to the Director of Knowledge Mobilization and Impact, you'll lead initiatives that help build a shared understanding of the science behind brain development and how it can be applied practically to improve mental well-being outcomes for people living on PEI.

## **Main Responsibilities**

### **Strategic Planning and Community Engagement**

The Training and Development Project Manager fosters trusted, collaborative relationships with community partners and stakeholders across PEI. Building strong, enduring relationships is integral to creating a collective impact in understanding and supporting the mental well-being of Islanders.

#### **What You'll Do:**

- **Build Connections:** Foster trust-based relationships with community partners and stakeholders using a strengths-focused approach to community development.
- **Collaborate with Community:** Engage with community members to gain insights, understand diverse contexts, and identify shared needs and opportunities.
- **Assess Needs:** Conduct surveys, interviews, and gather performance data to identify priorities and guide strategic actions.
- **Support Community Engagement:** Strengthen sector development through active community engagement, coordination, and connection-building.
- **Build Community Presence:** Show up consistently, visibly, and accessibly on behalf of the Alliance, with a view to becoming a trusted ally in the community.
- **Stay Informed:** Monitor trends, challenges, and opportunities to inform and shape engagement strategies.
- **Adapt and Respond to Community Needs:** Integrate feedback to ensure initiatives align with the community's needs.
- **Champion Change:** Use change management principles to guide, communicate, and support initiatives, ensuring all partners are on board and involved.
- **Provide Support:** Participate in and convene various working groups, committees, and communities of practice to advance aligned efforts.

## **Program Development, Delivery, and Evaluation**

The Training and Development Project Lead designs and delivers impactful learning programs that align with the skill and knowledge-building needs of participants and inspire action. Priority is placed on ensuring all programs are effectively facilitated, high-quality, engaging, and continuously improving.

### **What You'll Do:**

- **Develop Learning Experiences:** Design and implement comprehensive training plans, including workshops, webinars, and seminars.
- **Create Valuable Resource Materials:** Work with team members to develop learning content and partner with the Research and Evaluation Coordinator to create impactful resources.
- **Promote Learning Opportunities:** Work alongside the Marketing and Communications Coordinator to effectively promote learning opportunities.
- **Facilitate Engaging Training:** Lead relevant, compelling training sessions that enhance knowledge and foster connection.
- **Foster Respect & Inclusivity:** Create an inclusive environment that supports active participation and shared growth.
- **Provide Communications Support:** Contribute to communication planning that puts a spotlight on education and learning initiatives.
- **Engage with External Facilitators:** Recruit, train, and support external facilitators, bringing expertise to the community.
- **Measure Impact:** Participate and significantly contribute to ongoing evaluation by gathering data and providing feedback to ensure our programs are making the intended impact
- **Maintain Excellence:** Develop procedures to uphold high-quality standards in training and learning content.
- **Integrate the Latest Research:** Work with the Research and Evaluation Coordinator to keep learning content up to date with the latest research and best practices.

## **Community and Network Development**

The Training and Development Project Lead nurtures an active community of practice, driving collaboration and innovation through continuous learning and shared experiences. They take the lead on implementing strategies to engage community members and drive innovation in virtual and in-person spaces.

### **What You'll Do:**

- **Lead a Community of Practice:** Foster a dynamic community of practice where professionals across sectors connect, collaborate, and learn from each other.
- **Engage and Inspire:** Develop strategies to engage members, address their needs, and promote innovative practices.
- **Facilitate Continuous Learning:** Support the community of practice through coaching, mentoring, and creating inclusive learning spaces (in-person and virtually).

- **Host Learning Events:** Collaborate with the Event Coordinator to organize workshops, webinars, and regular meetups that encourage open dialogue and knowledge-sharing.
- **Build Supportive Networks:** Create opportunities for members to connect, share experiences, and explore new ways of working together in safe, supportive spaces.
- **Evaluate and Adapt:** Partner with the Research and Evaluation Coordinator to track the effectiveness of the community of practice and ensure it provides value to all members.
- **Maintain the Network:** Work with team members to manage the network website and community portal, ensuring resources are accessible and engaging.

### **Other Responsibilities:**

- Represent the Alliance on relevant committees and engagement events.
- Supports the execution of the Alliance events
- Other duties as required

### **You're a great fit for this role if...**

We want to ensure the Training and Development Project Lead has the knowledge, experience, and skills needed to succeed in this important and rewarding role. Below are the **must-have requirements** we're looking for:

#### **You have:**

- A graduate degree in a related field (e.g., Adult Learning, Education, Instructional Design, Public Health, Social Sciences, Community, or Humanities) OR an equivalent combination of education and experience.
- Proven skills in communicating ideas across various platforms and mediums (verbal, email, presentation) with demonstrated comfort facilitating learning for groups of all sizes.
- Experience in the field of mental health and substance use health.
- A track record of initiating and sustaining meaningful relationships with diverse stakeholders.

#### **You also have:**

- Brain Story Certification or a willingness to obtain it.
- A solid understanding and application of adult learning principles.
- Proven ability to research, develop, plan, and deliver evidence-based learning and development activities.
- Strong problem-solving skills and a proactive approach to overcoming challenges.
- Exceptional project management skills with the ability to prioritize effectively under tight deadlines.
- Sharp critical thinking skills with impeccable attention to detail and accuracy.
- High motivation with the ability to use initiative and self-management skills to work effectively and independently with minimal direction;
- A committed team player with the agility to pivot quickly, adapt to various personalities and situations, and stay calm under pressure in a fast-paced work environment.

- Demonstrated technology literacy, including Microsoft PowerPoint, Word, Excel, and virtual conferencing systems (e.g., Microsoft Teams, Zoom).
- A commitment to upholding the Alliance's values to ensure a culture that champions equity, diversity, and respectful workplaces.

**Other assets:**

- Bilingualism is considered an asset.
- Ability and willingness to travel across PEI.
- Flexibility to occasionally work outside standard business hours to facilitate learning activities.

**What We Offer**

The Alliance is a hybrid work environment, and we embrace a flexible work plan to support our team. In addition to a competitive salary and a rewarding career where you can truly make a difference, we offer a comprehensive benefits package that meets the needs of our diverse employees, including paid vacation, sick leave and personal days; health and dental benefits; employee and family assistance plan, and RRSP matching.

**How to Apply**

Please submit a cover letter and resume/CV to [jobs@afmwb.com](mailto:jobs@afmwb.com) with the subject line: ***Training and Development Project Lead.***

The Alliance believes that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We appreciate your interest and thank you for your consideration; however, only applicants selected for an interview will be contacted.