



Employment Opportunity – PEI Alliance for Mental Well-Being

Position: Research and Evaluation Coordinator

Main Office Location: Charlottetown, PE

Term: Full-time position

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

Compensation: starting from \$35.35/hour plus a comprehensive benefits package

Deadline to Apply: Monday February 12th at 4:00 pm

About the organization

The PEI Alliance for Mental Well-Being is an independent, incorporated non-profit organization with a province-wide mandate to **create the conditions for positive change that advance resiliency and improve the mental well-being of Islanders**. The Alliance was created by the Government of PEI to focus and accelerate activities at the prevention end of the spectrum. Day-to-day, the Alliance serves as a backbone support, providing leadership, coordination, and communication for the PEI mental well-being landscape.

About the Role

The Research and Evaluation Coordinator plays a key role in supporting the Alliance's measurement, evaluation and learning plan. Reporting to the Director of Knowledge Mobilization and Impact, the Research and Evaluation Coordinator is responsible for the design and implementation of tools and methods that enable the Alliance and its partners to work from an evidence base, measure impact and translate findings/actionable insights with diverse audiences.

Main Responsibilities

- 1) **Project Planning and Implementation** - The Research and Evaluation Coordinator supports the success of collaborative projects with community, government, and academic partners.

Duties include:

- Supports the activities of the Mental Well-Being Research Advisory Table including scheduling meetings, collecting agenda items, and preparing meeting minutes.
- Coordinates working groups reporting to the Research Advisory Table and supports their collective efforts.

- Supports the Director in establishing, building, and sustaining productive working relationships with partners, identifying common goals to contribute to collective efforts.
- Provides support and mentorship to students involved in research projects.
- Seeks opportunities including Requests for Proposals; assists the Director of Knowledge Mobilization and Impact in proposal preparation and grant writing. Coordinates the participation of external partners in the preparation of collaborative projects and proposals.
- Supports the design of studies and the development and execution of project workplans. Documents process and workflows.
- Provides support to Alliance partners in their research and evaluation efforts where appropriate.
- Builds connections and understanding across evaluation projects.

2) **Data Collection, Analysis, and Reporting** - The Research and Evaluation Coordinator supports the operationalization of the Alliance's measurement, evaluation and learning plan to assess the relative success of both Alliance and partner programs/initiatives to learn, support continuous improvement and achieve greater impact.

Duties include:

- Develops monitoring and evaluation tools, including surveys, interview and discussion guides and other data gathering methods.
- Leads trauma-informed data collection activities including administration of surveys, interviews, observations, focus groups, facilitated groups processes and other methods.
- Conducts quantitative and qualitative analyses.
- Records, manages, and preserves data in a safe and accessible way.
- Compiles research results and data from primary and secondary sources.
- Oversees the presentation of findings and actionable insights tailored to specific audiences.
- Facilitates management and/or stakeholder review to inform next steps in implementation and/or planning.
- Prepares written reports and other documents as appropriate.

3) **Research** - The Research and Evaluation Coordinator conducts research for the Alliance and its partners.

Duties include:

- Identifies, gathers, synthesizes, and summarizes literature in the development of comprehensive literature reviews. Collates and catalogues relevant academic articles, research reports, and briefings.
- Conducts background research and disseminates summaries to support Alliance planning.
- Stays current in emerging trends and best practices pertaining to community-based research, evaluation, and mental health prevention.
- Ensures pathways for sharing/supporting relevant research participation/recruitment requests from partners.

- 4) **Knowledge Mobilization** - The Research and Evaluation Coordinator identifies, plans and creates content for knowledge mobilization activities.

Duties include:

- Synthesizes research knowledge and develops plain language research summaries for specific research projects.
- Develops a clear data flow process for communication materials developed by the Alliance, ensuring data quality review and review for language and content.
- Maintains regular communication with partners to keep them informed of research and evaluation activities. Identifies knowledge users to champion efforts to share insights and raise awareness of the work.
- Works closely with the Communications and Marketing Coordinator to identify effective methods to share research findings/evidence with a diverse audience including practitioners and program and policy decision makers.
- Coordinates effective dissemination of findings, conclusions, recommendations, and lessons learned from evaluations, to intended audiences.
- Builds community and partner capacity for evaluation and community-based research through the delivery of workshops and facilitation of webinars.

5) **Other duties as required**

- Supports the planning and execution of the annual Mental Well-Being Research Forum.
- Represents the Alliance on relevant committees and engagement events.

Job Requirements

Applicants must have:

- Graduate degree in a related field (i.e., Public Health, Social Sciences, Community, or Humanities) OR an equivalent combination of education and experience;
- Experience in community-based research and evaluation theory and practice; and
- Experience in initiating and sustaining relationships with community-based non-profit organizations, persons with lived/living experience, and/or government.

You must also have:

- Excellent oral and written communication skills, including writing reports, briefing notes, and project summaries;
- Strong project management skills and ability to prioritize efficiently and effectively under time constraints;
- Strong computer skills, including data analysis software, word processing, spreadsheets (Excel) and web-based applications;
- Strong critical thinking skills with impeccable attention to detail and accuracy;
- High degree of motivation with the ability to use initiative and self-management skills to work effectively and independently with minimal direction;

- Committed team player with the ability to pivot quickly and stay calm under pressure in a fast-paced work environment; and
- Ability to support the Alliance's values to ensure a culture that champions equity, diversity and respectful workplaces.

Other assets:

- Bilingualism is considered an asset;
- Familiarity with the science of brain development;
- Experience with qualitative and quantitative data management/analysis tools (e.g., SPSS, NVivo);
- Ability and willingness to travel across PEI; and
- Ability to work occasionally outside of standard business hours to attend meetings and events.

What We Offer

The Alliance is a hybrid work environment. 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 various needs of our diverse employees, including paid vacation and personal days; health and dental benefits; employee and family assistance plan, RRSP matching.

How to Apply

Please submit a cover letter and resume/CV to Research@afmwb.com with the subject line as **Research and Evaluation Coordinator**.

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.