



Employment Opportunity – Alliance for Mental Well-Being

Position: Community Impact Coordinator

Main Office Location: Charlottetown, PE

Term: Full-time position, 37.5 hours/week

Compensation: From \$65,975 - \$70,035 annually, plus a comprehensive benefits package

Deadline to Apply: June 6, 2025, 5:00 PM ADT

About Us

The Alliance for Mental Well-Being (The Alliance) is an independent, incorporated non-profit organization dedicated to improving mental well-being outcomes for all people across PEI. Our purpose is to help create a future where everyone can achieve and maintain the best possible mental well-being throughout their lives. Our mission is to support and empower our community partners in their prevention-focused and evidence-based work to enhance mental well-being. 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 Role

Reporting to the Director, Innovation and Engagement, the Community Impact Coordinator is responsible for the organization and administration of the Alliance's Community Granting Program and other Alliance-directed community investment activities. The coordinator provides a range of administrative, database coordination, engagement and evaluation services across all stages of the granting lifecycle from proposal intake, adjudication, approvals and supervision of active grant projects and relationships to evaluation of projects against proposed outcomes.

Main Responsibilities

1) Community Granting Program

The Community Impact Coordinator acts as the main point of contact for the Alliance's annual Community Granting Program and other Alliance-directed community investment initiatives. Duties Include:

- Responds to inquiries about the Community Granting Program
- Provides general advice and guidance to potential applicants (objectives, eligibility requirements, and application process)
- Supports engagement events to generate interest and awareness of the Community Granting Program
- Schedules information and coaching sessions with potential applicants
- Receives grant applications ensuring files are complete and recorded/tracked
- Review applications for completeness and compliance with eligibility and program requirements

2) Program Administration

The Community Impact Coordinator is responsible for administrative duties associated with the Community Granting Program. Duties include:

- Operates the Alliance's Community Granting Program portal; trains support staff and volunteers on how to navigate
- Advises and contributes to designing, revising, and preparing documentation (templates, contracts, etc.)
- Develops and maintains specialized databases and/or systems for recording and tracking grant applications and awards
- Prepares adjudication information packages and reports for the Alliance Board of Directors
- Creates and distributes standard and special reports, summaries, and analyses as required
- Communicates with applicants on the status and outcomes of the adjudication process

3) Peer Review Committee

The Community Impact Coordinator provides support to the Alliance's Peer Review Committee of volunteers responsible for the adjudication of funding proposals. Duties Include:

- Supports the recruitment of Peer Reviewers, ensuring there is diversity on the Committee and accountability with Alliance's volunteer recruitment practices
- Ensures the Committee is well informed and kept up to date on all pertinent information

- Compiles materials for the Committee
- Record and appropriately file decisions and other relevant input from Committee
- Answers questions related to the peer review process (reviewers and applicants)
- Receives conflict of interest forms and forwards them as appropriate
- Coordinates training sessions and assists in the development of training materials

4) Grantee Liaison

The Community Impact Coordinator acts as liaison between all approved grant recipients and the Alliance. Duties include:

- Create decision letters and related emails
- Answers questions related to the payment of grant funds, established contracts, reporting requirements, and procedures
- Conducts timely check-ins
- Identifies and facilitates connections between grant recipients to build a community of practice
- Coordinating grantee evaluation and reporting, including acknowledging receipt, filing reports, updating spreadsheets, and sending reminders on late submissions
- Identifies and refers areas of concern or questions as appropriate to management.

5) Additional Responsibilities

The Community Impact Coordinator works collaboratively across departments to create connections, support engagement and capacity-building opportunities for grant applicants and recipients. Duties include:

- Contributes to Knowledge Mobilization and Impact Pillar work such as the Mental Well-Being Research Forum and the Reverse Science Fair
- Promotes Brain Science Training to grantees, and prospective grant applicants
- Supports identification and coordination of community impact stories
- Identifies trends or research needs to fill gaps
- Other duties as required

Job Requirements

You'll be a great fit for this role if you have:

- An undergraduate degree in a related field (i.e., Public Health, Social Sciences, Community, Business, or Humanities) OR an equivalent combination of education and experience
- Considerable experience in program coordination and administrative support.
- Extensive experience in Microsoft Office software; proficiency in working with Excel spreadsheets and data reporting
- Proficiency in using virtual collaboration platforms i.e., Zoom, Teams
- Excellent oral and written communication skills, including ability to write reports, briefing notes, and project summaries
- Strong project management skills and ability to prioritize efficiently and effectively under time constraints
- Ability to work independently and as part of a team
- Ability to support the Alliance's values to ensure a culture that champions equity, diversity, and respectful workplaces.

Other assets:

- Experience with grant management software and/or basic accounting software;
- Familiarity with various stages of a grant management cycle (i.e., intake, adjudication, funding, contracts, follow-up)
- Bilingualism, English and French
- Familiarity with workflow or project management software, i.e., Monday.com
- Familiarity with the science of brain development and change theories, or willingness to learn
- Community development, capacity building, and health promotion experience
- Knowledge of relevant government legislation (i.e., Freedom of Information and Privacy) and policies
- Ability to travel within PEI and work occasionally outside of standard business hours

How to Apply

Please submit a cover letter and resume to jobs@afmwb.com with the subject line: **Community Impact 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.