



Employment Opportunity – Alliance for Mental Well-Being

Position: Training & Development Facilitator

Main Office Location: Charlottetown, PE

Term: Permanent - 37.5 hours/week

Compensation: \$65,975 annually, plus a comprehensive benefits package

Deadline to Apply: Sunday, February 15, 2026, 11:59 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

About the Role

The Training & Development Facilitator plays a vital role in delivering engaging, high-quality learning experiences across Prince Edward Island. Working under the direction of the Training and Development Lead, the Facilitator supports the implementation of the Alliance's training curriculum, helping participants across sectors deepen their understanding of brain development and apply this knowledge to foster mental well-being in their communities. This role is ideal for a skilled communicator and confident group facilitator who is passionate about mental well-being, adult learning, and building capacity in others.

Main Responsibilities

1) Training Delivery

The Training & Development Facilitator supports the development, delivery, and evaluation of the Alliance's training curriculum, helping participants across sectors deepen their understanding of the science of brain development, resilience, and mental well-being. Duties include:

- Deliver engaging, evidence-informed training sessions (in-person and virtual) using Alliance-developed curriculum and materials.
- Create an inclusive and welcoming learning environment that supports participation, reflection, and respectful dialogue.
- Adapt facilitation strategies to meet the needs of diverse learners and sectors.
- Participate in facilitator orientation, training sessions, and ongoing professional learning opportunities.

2) Participant Engagement and Support

The Training & Development Facilitator will help participants connect with training material and each other by fostering meaningful discussion, providing clarity on content, and ensuring a supportive and trauma-informed learning environment. Duties include:

- Encourage meaningful discussion and knowledge exchange during sessions.
- Provide clarity on course content, respond to participant questions, and offer follow-up resources as needed.
- Monitor group dynamics and adjust facilitation style to maintain a supportive, trauma-informed space.

3) Program Support and Quality Assurance

The Training & Development Facilitator will contribute to continuous improvement processes, ensuring training experiences reflect the Alliance's values and educational objectives. Duties include:

- Contribute to ongoing program improvement by providing feedback on facilitation tools, content, and participant experience.
- Assist with tracking participation, gathering evaluation data, and reporting on outcomes.
- Support alignment of training content with organizational values and strategic direction.

4) Program Coordination and Curriculum Support

The Training & Development Facilitator plays a role in designing and preparing for the learning experience at Alliance training, workshops, and engagement events. Duties include:

- Assist with preparation for training sessions, including organizing materials, supporting communication, and supporting logistical coordination.
- Support the creation and refinement of learning resources such as slide decks, handouts, activities, and participant materials.
- Stay informed on emerging research and best practices related to brain science, mental well-being, trauma-informed facilitation, and adult learning.
- Assist relevant Alliance staff with ongoing knowledge development and resource curation.

5) Additional Responsibilities

As a member of a collaborative team, the Training & Development Facilitator may also contribute to communications, community engagement, and events across all areas of the organization, upholding the Alliance's core values of collaboration, learning, excellence, authenticity, and respect. Duties include:

- Collaborate with communications staff to promote upcoming learning opportunities and report on impact.
- Support the Alliance's community of practice by helping to host events and encourage peer learning.
- Collaborate with relevant Alliance staff to organize training sessions, webinars, and knowledge-sharing events.
- Represent the Alliance at relevant committees and community events.
- Support the successful execution of Alliance-led events.
- Foster respect and inclusivity in all spaces, ensuring they reflect the Alliance's values.
- Perform other duties as assigned.

Job Requirements

Required Qualifications:

- An undergraduate and/or graduate degree in a related field (e.g., Adult Learning/Education, Public Health, Neuroscience, Psychology, Social Work, Community Development) OR an equivalent combination of education and experience.
- Experience facilitating group learning sessions, workshops, or training with diverse participants/ group sizes.
- Class 5 license, with access to a reliable vehicle. Willingness to travel across PEI.

Preferred Qualifications:

- Experience in the field of neuroscience, mental health, and/or substance use health.
- A solid understanding and application of adult learning principles.
- Strong interpersonal and communication skills (both oral and written).
- Sharp critical thinking skills with impeccable attention to detail and accuracy.
- Agility to pivot quickly, adapt to various personalities and situations, and stay calm under pressure in a fast-paced work environment.
- Exceptional project management skills with the ability to prioritize effectively under tight deadlines.
- Strong problem-solving skills and a proactive approach to overcoming challenges.
- High motivation with the ability to use initiative and self-management skills to work effectively and independently with minimal direction.
- Demonstrated ability to work effectively and collaboratively as part of a team.
- Demonstrated technology literacy, including Microsoft PowerPoint, Word, Excel, and virtual conferencing systems (e.g., Microsoft Teams, Zoom). Familiarity with audio/video equipment considered an asset.
- A commitment to upholding the Alliance's values to ensure a culture that champions equity, diversity, and respectful workplaces.

Other Assets:

- Experience using a trauma-informed/healing-centered approach.
- Experience working with nonprofits, the public sector, or grassroots organizations.
- Bilingualism (French/English).
- Flexibility to occasionally work outside standard business hours.
- Completion of the Brain Story Certification (or willingness to obtain it).

How to Apply

Please submit a cover letter and resume to jobs@afmwb.com with the subject line: **Training & Development Facilitator.**

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.