



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

**Position:** Summer Student - Research Assistant

**Main Office Location:** Charlottetown, PE

**Term:** Full-time position, 37.5 hours/week for 15 weeks

**Compensation:** \$20-23/hour plus vacation pay

**Deadline to Apply:** May 9, 5:00 PM (AST)

### **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**

The Research Assistant will lead a summer project that involves gathering and analyzing multiple forms of data from our Community Granting Program; identifying trends and providing insights that will guide and inform future program development and decision-making.

Reporting to the Grant Program Coordinator and working in collaboration with other Alliance team members, we are seeking a motivated and detail-oriented post-secondary student. This is an excellent opportunity to gain experience in research, data analysis, and community program evaluation, all within a collaborative and impactful environment.

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

**Data Gathering and Analysis:**

- Analyze both quantitative and qualitative data from grant applications and reports, administrative reporting and tracking, financial or surveys to identify recurring themes, trends, and innovative approaches.
- Assist in categorizing and organizing information to improve reporting and accessibility

**Trend and Opportunity Identification:**

- Research and document patterns in grant-funded projects, such as common challenges, innovative practices, and gaps in service.
- Provide insights into emerging opportunities for community mental well-being initiatives based on application data and external research.

**Program Evaluation Support:**

- Support the development of recommendations for growth and improvement opportunities for funded projects.
- Assist in evaluating the alignment of grantee projects with the Alliance's goals and priorities.

**Reporting and Presentations:**

- Prepare reports and presentations summarizing findings from application and reporting analyses and program reviews.
- Develop visually compelling charts, graphs, and other data visualization tools to communicate insights effectively.

**Administrative and Team Support:**

- Contribute to project team meetings, brainstorming sessions, and discussions on grant program improvements.
- Assist in updating program-related documentation and resources as needed.

## **Report Preparation / Deliverables**

- A summary report highlighting key trends and insights from the Alliance's Granting Program.
- Recommendations for enhancing future grant program investments based on data analysis and identified opportunities.
- Presentation materials to share findings with the Alliance team and interest groups.
- Updated grant program resources, templates, or tools based on project needs.

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

We are a learning organization and committed to supporting post-secondary and graduate students to achieve a valuable summer employment experience. Below are the requirements we are looking for.

### **Qualifications**

- Currently enrolled in a post-secondary program in a relevant field (e.g., science, social sciences, community development, public policy, or data analysis).
- Strong analytical, organizational, and research skills.
- Excellent written and verbal communication abilities.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and data visualization tools.
- Familiarity with mental well-being and community development topics is an asset but not required.

## **How to Apply**

Please submit a cover letter and resume/CV to [jobs@afmwb.com](mailto:jobs@afmwb.com) with the subject line: ***Summer Student – Research Assistant.***

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.