



Canada

Board of Directors: Job Description

POSITION TITLE: Director of Professional Development

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

Apra Canada's Director, Professional Development manages and executes relevant professional development activities for the organization's membership. Roles and responsibilities include:

- The programming, coordination and hosting of various professional development events in a variety of formats (e.g. TwitterTalk, webinar, in-person).
- The promotion of Apra Canada professional development events with the support of the Director, Communications.
- The management of the storage and sales of Apra Canada event recordings and granting access to them for customers.

DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.

- Consistent interaction with the Apra Canada board and members is needed for advice on professional development topics/subjects that will be of interest to the membership.
- Responsible for the identification and recruitment of professional development speakers and event hosts, from both within and outside of the Apra Canada membership.

DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?

The workload for this position is steady throughout the year, as the Director, Professional Development plans and manages a number of professional development events that are scheduled throughout the entire calendar year.

DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?

- Good written and verbal communication skills.
- Ability to effectively network with Apra Canada members and non-members.
- Ability to motivate and recruit volunteers to host and present professional development events.
- Be willing to dedicate the time required for the planning, promotion and managing of successful professional development events.