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Board of Directors – Job Description

Position Title: Director, Professional Development

Roles & Responsibilities

The Director of Professional Development serves as the lead in providing professional development opportunities for Apra Canada members. Roles and responsibilities include:

- 1:1 mentorship opportunities, whereby the Director is responsible for developing and maintaining a qualified roster of experienced and enthusiastic mentors in the research field to provide effective mentorship for mentees, as well as pairing mentees with mentors that suits their needs
- Programming, coordination, logistics and hosting of professional development events across a variety of formats including Twitter Talks, webinars, networking sessions, and roundtables
- Programming opportunities can be developed both within Apra Canada, within Apra Chapters, and externally through other partnerships
- The management, sales, and access of the collateral (slides, recordings, handouts)

Key Internal Collaboration

The Director, Professional Development works in close collaboration with the Apra Canada board to develop and plan professional development events and opportunities; the Board is also a resource for the Director, Professional Development to use for mentors, as well as to help provide guidance on issues or concerns that are voiced via mentors/mentees.

Specifically, the Director will collaborate with:

- Director, Membership, to ensure consistent and ongoing interaction with Apra Canada members
- Communication Committee, to ensure that professional development opportunities are part of the communication calendar, the Scoop, and marketed across all channels
 - Ongoing promotion of mentorship across all communication channels
- Webmaster, to ensure that professional development collateral is available as required via the website
- Director, Advocacy, to seek out and market external professional development to Apra Canada members, as well as cross-collaboration opportunities for professional development with other related organizations

Key External Collaboration

The Director, Professional Development, working together with the Director, Advocacy, is responsible for identifying potential professional development speakers and hosts.

Apra Canada Conference support

The Director, Professional Development is responsible for collaborating with the programming committee of the Conference to identify presenters for the conference.



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Workload

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, and the mentorship portfolio is ongoing based on mentee needs.

Skills

- Good written and verbal communication skills
- Good interpersonal skills for matching mentees to mentors
- 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