

The Association of Professional Biology (APB) is based in British Columbia. The APB works to advance the application, practice and understanding of applied biology and the work of professional biologists across Canada.

The APB is delighted to have received funding from the Vancouver Foundation Recovery and Resilience Program. The funding is intended to help us deliver on our mission by increasing education and capacity, enhance the reach of the organization, develop DEI policy and strategies, and opportunities. Thanks to this funding we are pleased to offer the following contract opportunities. Both positions are to be performed remotely and could be combined if the applicant has appropriate credentials.

Job title: Project Officer (on contract part time)

The Project Officer role is to develop outreach activities that educate, inform and provide training opportunities for our existing members and to develop ways to encourage an expanding membership.

The goal will be to increase member education and capacity, embrace more diverse perspectives and ensure the relevance of the organization as we move forward. Under the direction of the Board of Directors and in collaboration with APB staff members, duties include:

- Researching, developing and implementing marketing and outreach strategies to increase membership and increase participation in APB initiatives.
- Developing and hosting events, workshops and other initiatives to involve and educate our members.
- Enhancing our on-line presence using social media
- Exploring grant opportunities to ensure on-going support for initiatives beyond the scope of current funding.

Qualifications:

Well connected in the Professional Biology space.

Familiarity with the MS365 platform, including Teams would be considered an asset.

Demonstrated experience in outreach and recruitment.

Experience in developing, planning, and hosting events and training sessions.

Willingness to explore and apply for granting opportunities to ensure longevity of the program.

Remuneration: This is a part time contracted position that will be conducted remotely. Hours and remuneration to be determined based on experience and qualifications.

Application: Please submit your resume via email to sue@professionalbiology.com.

This job will remain open until the position has been filled.