

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: Training Officer (on contract part time)

The Training Officer role is to develop a Diversity, Equity and Inclusion (DEI) strategy for the APB. The intent is to develop policies that will improve accessibility for all wishing to access APB education and training opportunities and to educate staff, the Board and the general membership on how to make their own agencies more inclusive and equitable.

Under the direction of the Board of Directors and in collaboration with APB staff members, duties include:

- Developing and sharing informed policies and practices explicitly made to promote opportunities and rectify disparities.
- Continuing to evolve our processes with an eye to increase accessibility for those who may be unable to physically attend events or meetings, due to personal, financial, or medical reasons.
- Hosting seminars or training sessions for staff, students, and members of the APB

Qualifications:

Some background in DEI policy and development implementation.

Experience in policy development.

Well connected in the Professional Biology space.

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

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.