



Position Description

Advocacy Director

The Advocacy Director leads PTSA's efforts to advance the professional role, recognition, and scope of practice of pharmacy technician in Alberta. This role identifies and responds to advocacy opportunities, progresses strategic initiatives, and represents the interests of pharmacy technicians to partner organizations, regulatory bodies, and the public. As a member of the PTSA Board, the Advocacy Director ensures that advocacy efforts are aligned with PTSA's overall mission and operational priorities.

Key Responsibilities

Strategic Advocacy

- Monitor and respond to changes in the healthcare and regulatory environment (e.g. regulations/standards updates).
- Identify and pursue opportunities to expand the pharmacy technician scope of practice.
- Lead the development of proposals and papers (e.g. injection authorization for pharmacy technicians).

Collaboration & Leadership

- Chair advocacy related working groups and committees as needed to achieve advocacy initiatives.
- Liaise with committees, partner organizations and regulatory bodies to advance advocacy goals.
- Support the transition of successors and contribute to board continuity.

Communication & Engagement

- Prepare blog posts and updates to inform and engage PTSA members on advocacy initiatives.
- Represent PTSA at various external meetings and events.

Governance & Accountability

- Attend and actively participate in board meetings and the Annual General Meeting.
- Report on advocacy initiatives and progress to the board.

- Contribute to the development and approval of the annual budget and ensure expenditures align with advocacy priorities.
- Assist in policy development and governance of the Society.

Qualifications

- Full Pharmacy Technician Member
- Strong understanding of pharmacy practice and regulatory frameworks.
- Experience in advocacy, public relations, policy development, or stakeholder engagement is an asset.
- Excellent communication, leadership, and organizational skills.
- Passion for advancing the pharmacy technician profession.
- Familiarity with digital tools for communication and document sharing (e.g. Google Workspace, Zoom).
- Able to attend daytime meetings with external partner organizations.

Time Commitment Expectations

- Attend regular virtual board meetings: 2 hours/bi-monthly
- Lead committee work: 2-4 hours/month
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Participate in strategic planning/board development: 6 hour in-person meeting 1-2 times per year
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term
- Participate in events such as the annual conference: optional but encouraged

Total Monthly average = 6 – 10 hours

- Additional time may be required during peak advocacy periods or when preparing proposals and position statements.