



## Position Description

### Education Director

The Education Director leads PTSA's efforts to support the continuing professional development of pharmacy technicians through education programming and event coordination. This role identifies education needs, develops and coordinates learning opportunities and works to ensure accessible, relevant, and high-quality programming. As a member of the PTSA Board, the Education Director ensures that education efforts are aligned with PTSA's overall mission and strategic goals.

#### **Key Responsibilities:**

##### Education & Event Planning

- Develop CE opportunities, ensuring education offerings meet accreditation standards, where applicable.
- Lead the planning of events, including speaker recruitment, and program design.
- Coordinate logistics such as modality selection (e.g. webinar, in-person, self-study) and sponsorship.
- Prepare and oversee event budgets.

##### Collaboration & Leadership

- Works with other board directors to ensure planned education content is aligned across initiatives.
- Chair education related working groups and committees as needed to achieve education initiatives.
- Support the transition of successors and contribute to board continuity.

##### Communication & Engagement

- Promote education events through PTSA's communication channels.
- Collect and analyze participant feedback to improve future programming.
- Represent PTSA at various external meetings and events.

##### Governance & Accountability

- Maintain documentation for meeting accreditation standards.
- Attend and actively participate in board meetings and the Annual General Meeting.
- Report on education initiatives and progress to the board.

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

### **Qualifications**

- Full Pharmacy Technician Member
- Experience or interest in education, event planning, or professional development.
- Strong organizational, communication, and project management skills.
- Familiarity with CE accreditation process and adult learning principles is an asset.
- Desire to innovate education offerings.
- Familiarity with digital tools for communication and document sharing (e.g. Google Workspace, Zoom).

### **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 event planning periods.