

BERKSHIRE REGIONAL PLANNING COMMISSION
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Employment Opportunity

Program Associate – Community Development

Berkshire Regional Planning Commission has an immediate part-time opening for a highly responsible individual to serve as Program Associate for Community Development for a regional planning agency in western Massachusetts.

This position serves as staff support in the Community Development Program, at the Berkshire Regional Planning Commission (BRPC). Duties include assisting with the intake of Housing Rehabilitation Program applicants, scheduling meetings, preparing general correspondence, contracts and other legal documents, and tracking financials, as well as other day to day tasks associated with administration of the Community Development Block Grants (CDBG) program.

The individual in this position must be capable of exercising a high degree of patience, confidentiality and accuracy in a fast paced environment. The individual must be willing to conduct field work and to participate in public meetings in all parts of the region, utilizing a personal vehicle. Occasional travel outside the region may be expected.

The Program Associate position requires an Associate Degree in Paralegal Studies, Business Administration, or a related field from an accredited college or university, with two years of experience required, or any other equivalent combination of experience and training.

The successful candidate must be highly proficient in office skills, including Microsoft Office programs such as Word and tracking data and financial information in Excel, and possess excellent written and oral communication skills, as well as superior multitasking and time management abilities.

The hiring range for this position is \$16.57 - \$19.07 per hour, not to exceed 19.5 hours per week.

Additional information including the job description can be found at www.berkshireplanning.org under “Employment Opportunities”. First review of applications will begin December 16, 2016. Position open until filled. A resume and cover letter will be accepted via mail to: Community Development Program Manager, BRPC, 1 Fenn Street, Suite 201, Pittsfield, MA 01201 or by e-mail to: info@berkshireplanning.org. EOE/AA.