Employment Opportunity

PLANNER

Dynamic and motivated individual sought for a professional planner position with the Berkshire Regional Planning Commission (BRPC), a regional planning agency serving Berkshire County in Western Massachusetts. This position will be involved with a variety of planning activities, with some focus on public health planning. This is an excellent opportunity for the right individual to gain multi-faceted experience in community and regional planning and public health initiatives. The selected candidate will be primarily responsible for providing support to Age Friendly Berkshires, a collaborative working to make Berkshire County a more age-friendly community. The Planner will also provide support to a wide range of other planning activities, including, but not limited to public health, emergency planning and economic and community development. Work involves researching and analyzing information/data, writing, facilitating meetings, outreach, interacting with the public and producing plans and other technical documents. Employees are expected to exercise a degree of independent judgment and initiative. Good writing skills, analytic thinking and people skills are a must. Public health experience, grant writing and grant management skills are a plus.

The successful candidate must demonstrate a high level basic planning skill set, strong analytic and writing capabilities, ability to complete assignments successfully and demonstrate strong ability to work collaboratively with a wide range of people. A strong background with computer software applications is required, especially MS Office; excellent written and oral communication skills and superior multitasking/time management abilities are essential.

Minimum requirements: Masters Degree in a relevant field from an accredited college or university is preferred. Bachelor's degree in a relevant field and two years of full time experience in public health, planning, community development or equivalent may be substituted for a master's degree. Candidate must have valid driver's license and access to private vehicle.

Starting salary range is $47,476 - $53,738, depending on qualifications, with benefits package. Minimum work week is 35 hours per week with flex time available.

Submit the following items to BRPC Public Health Program Manager: info@berkshireplanning.org by e-mail only: resume, cover letter and a short writing sample. (Please limit your writing submission to no longer than 3 pages, even if it needs to be an excerpt.) No telephone calls. Position available immediately and open until filled. A position description and information about BRPC is available at www.berkshireplanning.org. EOE/Smoke- and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201.