



BRPC

Berkshire Regional Planning Commission

KYLE HANLON, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
MALCOLM FICK, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

Employment Opportunity

Office Administrator

Berkshire Regional Planning Commission has an immediate fulltime, benefited position opening for a highly responsible, energetic individual to serve as a Office Administrator for a regional planning agency and associated non-profit in Berkshire County Massachusetts. The Berkshire Regional Planning Commission is a public entity that provides a wide range of planning services to the 32 municipalities in Berkshire County.

The Office Administrator is a professional administrative position that supports the daily operations of the Berkshire Regional Planning Commission and its affiliated non-profit organization, Berkshires Tomorrow Inc. The Office Administrator serves as part of the Administration team that supports all office activities for the Commission and Berkshires Tomorrow Inc. Duties include first point of contact, maintain delegate and alternate appointments and the agencies Access database and Outlook lists for all contacts and organizations. Also, assists with meeting agendas and materials, preparation of minutes of public meetings, assists with the maintenance of BRPC's website, maintains inventory control tracking, updates and maintains accurate records, as well as other duties related to BRPC and Berkshires Tomorrow Inc.

The individual serving in this position must be capable of working in a high profile public agency.

The Office Administrator position requires a minimum of a bachelor's degree in Business Administration or related field or any other equivalent combination of education, experience and training, which provides the required knowledge, skills and abilities to perform the essential functions of the position. Four years of directly related experience may be substituted for a degree. Previous experience in a municipality, non-profit organization or consulting firm environment desirable.

The successful candidate must have strong skills with Word, and an intermediate working skill set of Microsoft Windows, Excel, Publisher, Access Office programs, and internet. Must have

Word press or other website program skills. The candidate must possess excellent written and oral communication skills, as well as the ability to present data effectively. Also, required are strong organizational and time management skills.

The hiring range for this position is \$21.77 to \$25.10 per hour, not to exceed 40 hours per week, with a very attractive benefits package. Minimum workweek is 35 hours per week with flex time available.

Submit the following items to officeassistant@berkshireplanning.org by email only: cover letter, resume, and copies of any special licenses related to the position. Please include the phrase '**Office Administrator**' in the subject line of your email. No telephone calls. Position available immediately and open until filled. A position description and information about BRPC is available at <http://berkshireplanning.org/about/employment-and-intership-opportunities/>. EOE/Smoke-and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201. Only serious applicants should apply.