Employment Opportunity

SENIOR PLANNER ECONOMIC DEVELOPMENT

Berkshire Regional Planning Commission (BRPC) seeks a collaborative yet self-motivated individual to join a growing Economic Development program. This position will be instrumental in assisting communities and businesses in the Berkshire region in their economic recovery and improved resilience to future economic disruptions. The selected candidate will support a range of complex economic development planning activities at both the local and regional level. Primary area of focus will be supporting municipalities in their pursuit of increased business attraction and retention, streamlined permitting processes, improved wayfinding, placemaking, and user experience plans, and implementation of effective marketing and promotion strategies. Responsibilities include program/project development, project scope and budget development, grant writing and preparation, project implementation, contract management, and shared leadership of project teams.

The successful candidate must demonstrate strong analytic and writing capabilities, ability to communicate effectively both in person and virtually, high level planning skill set, 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 Suite. Working knowledge of Adobe Creative Suite is preferred. Experience with e-communications platforms such as Constant Contact or MailChimp, WordPress and/or other website editing tools, and online survey systems such as JotForm and SurveyMonkey is a plus.

Minimum requirements: Master's degree in planning, economic development, business, marketing & communications or closely related field, plus two years of experience, or Bachelor's degree with degree / coursework in related subjects and 4 years of full-time experience. Candidate must have valid driver's license and access to private vehicle.

Starting salary range for Senior Planner is $58,115 – $68,123 with very attractive benefits package. Minimum work week is 35 hours per week with flex time available.

BRPC is a regional planning agency serving Berkshire County in Western Massachusetts. As a regional planning agency, the BRPC prepares regional and community plans and works to implement them. BRPC also provides direct technical assistance to its 32 member municipalities with economic, environmental, transportation, and community development items and projects.

Please submit cover letter, resume, and a one-page writing sample to info@berkshireplanning.org and include the phrase Senior Planner – Economic Development in the subject line of your e-mail. (Please limit writing submissions to no longer than 2 pages, even if it needs to be an excerpt.) No telephone calls. A position description and information about BRPC is available at https://berkshireplanning.org/about/employment-internship-opportunities/. EOE/Smoke- and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201.