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## Employment Opportunity

### Project Specialists - Berkshire Regional Planning Commission

<https://berkshireplanning.org/about/employment-internship-opportunities/>

The Berkshire Regional Planning Commission (BRPC), a regional planning agency serving Berkshire County in Western Massachusetts, is seeking part-time Project Specialists to provide as-needed short-term technical assistance on a wide range of possible projects. Project Specialists would conduct some or all the following activities in their area of expertise:

- Conduct data research and analysis
- Interact and communicate with BRPC staff, municipal officials, key stakeholders and the public
- Prepare technical reports, briefings, informational material, or other documentation
- Other duties as requested

#### **Current Professional Services Needs (09/16/21):**

- Municipal administration experience to assist with establishing shared services positions
- Experience with American with Disabilities Act requirements to conduct municipal ADA Self-Assessment and Evaluations
- Experience with disease investigation and contact tracing, especially COVID-19

#### **Background:**

The BRPC is a public, not-for-profit regional planning agency that provides a wide range of planning services to the 32 member municipalities in Berkshire County Massachusetts. BRPC has program areas in Community Planning (including zoning and land use), Community and Economic Development, Transportation Planning, Public Health Planning, Energy and Environmental Planning, and Data and GIS services. At times, BRPC needs additional assistance in or related to these program areas to supplement the capacity of its current staff or provide a skill set the current staff does not fully possess.

#### **Minimum Qualification Requirements:**

Project Specialist candidates must:

- Possess a level of expertise as evidenced by a combination of experience, education, and training
- Must have prior experience working in Berkshire County, preferably for a municipality or public agency

**Position Requirements:**

- These are hourly, offsite, flexible schedule, part-time, un-benefited, temporary BRPC staff positions
- Candidates must be available for in-person meetings, as allowed, and be capable of doing site work
- Candidates must provide their own equipment
- Candidates must have full internet capability with sufficient up-load and down-load speeds to manage large size documents

**Submission Requirements:**

Candidates must submit the following items:

- Indication of interest
- Resume or curriculum vitae (CV)
- Summary of areas of expertise
- Hourly salary request

Submit the material to [info@berkshireplanning.org](mailto:info@berkshireplanning.org) by e-mail only with the phrase "Project Specialist" in the subject line of the email. No calls. Positions are available only as needed. Information about BRPC is available at [www.berkshireplanning.org](http://www.berkshireplanning.org). EOE/Smoke- and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201.