

Berkshire Regional Planning Commission's Public Health Program is Hiring

The Berkshire Regional Planning Commission's Public Health Program is hiring several new staff positions, including a Senior Planner for the Berkshire Overdose Addiction Prevention Collaborative, and a Planner and/or Associate Planner to support Community and Equity Projects. These are all full-time positions with flexible work hours and generous benefits. We invite people of all backgrounds with an interest in the topics to apply (we are willing to train a person who is otherwise a great fit for planner-level positions). For additional details [Employment & Internship Opportunities - Berkshire Regional Planning Commission \(berkshireplanning.org\)](http://berkshireplanning.org)

Please send resume and cover letter to info@berkshireplanning.org with the position title in the subject line. No phone calls or in-person visits please! Jobs open until filled.

Senior Planner to coordinate the Berkshire Overdose Addiction Prevention Collaborative and multiple initiatives to reduce substance use disorders (SUD) and increase access to services and harm reduction in Berkshire County. Experience in substance use disorders, coalition building and grant management essential. MA + 2 years' experience in relevant field or BA with 4 plus years' experience required. Starting salary range, depending on education and experience \$58,697 - \$68,805.

- Serve as the BRPC public health subject matter expert for substance use disorders (SUD)
- Coordinate the Berkshire Opioid Addiction Prevention Collaborative (BOAPC), including managing deliverables for multiple grants, managing financial reporting and amendments with funders (in consultation with account and public health manager), coordinating the BOAPC Steering Committee and all subcommittees, updating strategic plan and logic model, coordination of subcontractors, invoicing, program planning, publicity and outreach, representing BOAPC/BRPC at local, state and regional meetings and all other coordinator tasks associated with BOAPC.
- Coordinate with other local and regional SUD activities and represent BRPC on local, state, and regional workgroups / committees.
- Provide SUD and harm reduction related technical assistance to municipalities and other local/regional agencies
- Pursue additional SUD opportunities, including identification of opportunities, coordination of partners, and coordination of grant writing.
- Work with Alliance and Public Health Program Staff to identify, write, and manage grants.
- Other related tasks as directed

Planner supports Substance Use Disorder (SUD) initiatives and other community and wellness projects. MA in relevant field or BA with two years' experience required. Experience in community work is a plus. Starting salary range, depending on experience \$49,894 - \$56,475.

- Help coordinate and plan meetings. Attend, participate and take minutes.
- Manage BOAPC eNewsletter development and distribution
- Manage BOAPC social media presence, including putting content on the Facebook page
- Attend Community events and represent BOAPC; tabling at events
- Assist with post-overdose engagement and harm reduction projects/activities
- Data analysis and document production

- Communication and follow-up with community partners and subcontractors
- Scheduling, registration, and other logistics for BOAPC events
- Support, including program development, for the Central County Rx/Heroin Workgroup
- Assist in the identification & preparation of grants and reports
- Coordinate and participate in public events and meetings, representing BRPC
- Interact with state agencies and regional partners and attend trainings, conferences, and webinars as required
- Other tasks as directed

Planner to support implementation of Community Wellness and Equity Projects, Public Health Emergency Preparedness initiatives and provide administrative and planning support for a complex public health program serving all regions of Berkshire County. MA in relevant field required or BA plus relevant experience in community or public health work. Starting salary range, depending on experience \$49,894 - \$56,475.

- Serve as a team member for multiple regional and community planning and implementation projects
- Support to ongoing outreach and other activities, such as the agency newsletters, trainings, and website
- Assist with to multiple projects and committees, with an emphasis on Emergency Preparedness, and Policies, Systems and Environmental (PSE) Change through the Grey to Green Project
- Other meetings or logistical functions as requested for all Public Health Programs
- Assistance with surveys or other information gathering or research functions as appropriate
- Assistance with identification of grant opportunities and grant writing as appropriate
- Research, data analysis and document production
- Represent BRPC at meetings
- Other tasks as directed

Associate Planner to support Community Wellness and Equity Projects and provide administrative and planning support for a complex public health program serving all regions of Berkshire County. BA or 4 years' experience required. Experience in community or public health work preferred. Hourly range, depending on experience \$21.99 - \$25.35/hour.

- Post, attend, participate in and take minutes for Public Health Program meetings.
- Help develop and prepare materials for distribution
- Attend and table at community outreach events
- eNewsletter and social media development and distribution
- Update mailing and contact lists
- Scheduling of meetings / visits to municipalities, some participation in meetings
- Communications and follow up with community partners
- Support Public Health Program with routine phone messages or other inquiries and routine paperwork/invoices
- Attend trainings, state or regional conferences and webinars as required.
- Other tasks as directed