

Berkshire Regional Planning Commission

2023 Internship Opportunities



Berkshire Regional Planning Commission (BRPC) is Berkshire County, Massachusetts's regional planning agency (RPA). BRPC staff are professional planners and skilled consultants overseen by a volunteer Commission of municipal officials. The mission is to enhance resilience and quality of life in the region and the 32 municipalities the Commission serves. BRPC provides leadership and assistance for a wide range of initiatives and projects in public health planning and services, community planning, community development, transportation planning and studies, land use, outdoor recreation, economic development, environmental management and remediation, energy, emergency planning and preparedness, housing, and sustainability.

Regional Planning Agencies like BRPC were established by a state mandate in 1966 to work with municipalities to manage regional challenges, opportunities, and assets. BRPC works on both state and federal levels securing and managing grants for projects and initiatives that grow and support this beautiful and unique region of western Massachusetts. BRPC's planning team also provides recommendations and technical assistance to cities and towns to implement these projects, helping to make the collective goal of a better Berkshires a reality.

Cities and Towns in the Berkshire County Planning District

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

Why is it important?

BRPC addresses the challenges faced by the entire Berkshire region and individual communities. Issues in community planning and development, transportation, economy, environment, energy, public health, housing, and land development often span multiple communities and create interconnected problems. BRPC's scope allows the Commission to affect change on a regional scale while also addressing individual communities' needs. It provides a nexus for the development of collaborative solutions.

BRPC serves as a 'united voice' for the Berkshires when dealing with state and federal agencies. BRPC actively collects feedback through public engagement opportunities where community members can share their experiences. Public response to the study results or proposed plans is integral to BRPC's process.

To apply for an internship, please send a resume, cover letter, and writing sample via email to: info@berkshireplanning.org. Include the position you are applying for in the subject line. (Please limit the writing sample to 2 pages, even if it must be an excerpt).

Employment Opportunities

Cultural Districts Internship

35 hours per week, for 10 weeks beginning Mid-June. Hybrid.

BRPC supports state-designated cultural districts in Berkshire County by managing steering committee meetings, assisting with subcommittees and special projects, and coordinating regional collaboration, including ArtWeek Berkshires, an annual multi-day festival celebrating arts and culture.

A dynamic and motivated individual is sought to assist BRPC in providing support to the Berkshire County Cultural District by:

- Attending steering committee meetings and recording meeting minutes
- Assisting with research into and support of specific steering committee priority projects, including project costs, potential partners, and marketing plans
- Participating in the planning and development of ArtWeek Berkshires 2023, including marketing plans, outreach, budgeting, and meeting management
- Supporting a potential Cultural Plan process in the City of Pittsfield (funding pending)

The successful candidate is well-organized, self-directed, and comfortable with in-person, electronic, and virtual communications and meetings. Familiarity with Berkshire County arts and culture facilities is a benefit.

Digital Equity Planning Internship

Flexible schedule, up to 35 hours per week. Available immediately until filled. Hybrid.

The Massachusetts Broadband Institute selected BRPC to provide Digital Equity Planning services to communities in Berkshire County. BRPC will create strategic documents that identify community needs, interests, and critical assets and provide a framework for decision-making and investments that support access and internet use for those who need it most.

The intern will support Digital Equity Planning by working under the guidance of BRPC's Senior Economic Development Planner to gather information about existing conditions related to digital equity, access, and broadband. They will also support the facilitation of community engagement activities, help map community assets, and research recommendations and funding opportunities.

The successful candidate is interested in or open to learning about broadband and digital equity, can work well with community stakeholders, is interested in research and data collection, and is responsible, organized, and a team player. Applicants who are bilingual (English and Spanish) are strongly encouraged.

Outdoor Recreation Internship

35 hours per week, for 10 weeks beginning Mid-June. Hybrid.

BRPC is working with Mill Town Capital, a community investment group for the Berkshires with headquarters in Pittsfield, to build and maintain an extensive database of outdoor recreation assets. The intention is to identify and prioritize assets needing improvement and develop an outdoor recreation website for Berkshire County that can be used for tourism promotion marketing by other region-wide entities and agencies.

Under the GIS, Data, and IT Manager's supervision, the intern will:

- Develop a written synopsis of each outdoor recreation facility in Berkshire County
- Collect photographs of outdoor recreation sites throughout the county.
- GPS a limited number of trails in the county.
- Assist with developing a narrative for the new Berkshires Outside Outdoor Recreation website.

The successful candidate is organized, research-oriented, self-directed, and writes well. Familiarity with Berkshire County outdoor recreation facilities is a benefit. Applicants must have a valid driver's license and access to a vehicle for conducting fieldwork.

Public Health Internship

Flexible schedule, up to 35 hours per week. Available immediately until filled. Hybrid.

BRPC serves as the fiscal host for Berkshire Public Health Alliance (BPHA), an agency that allows Berkshire municipalities to share grants, professional staff, and public health services and programs. Inspectors for the BPHA work with the Boards of Health to maintain records and permits.

The intern will work with Board of Health offices around the country to correlate and file online permitting data and documents. Some tasks may require onsite work, and others may be completed remotely. The intern will maintain accurate work records, provide status reports to their supervisor, and take on additional tasks as needed. They will have the opportunity to explore other areas of public health, such as emergency preparedness, substance use disorders, food safety, safe housing, and more.

The successful candidate is comfortable with computers and online databases and will possess strong verbal and written communication skills and attention to detail. The intern must understand how to handle and protect sensitive or confidential data with honesty and integrity and be willing to take on new tasks and learn new skills to support agency needs. Applicants must have a working knowledge of Excel, Word, Teams, and Zoom.