



# BRPC

Berkshire Regional Planning Commission

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## Employment Opportunity **COMMUNITY ENGAGEMENT SPECIALIST – DIGITAL EQUITY**

The Economic Development Program seeks a Community Engagement Specialist to speak with Berkshire County community organizations and the individuals they serve about their needs regarding internet access and the barriers preventing them from using it to its full potential.

The Community Engagement Specialist position will start as a part-time, temporary, unbenefited position with an hourly pay rate of \$22. This position may expand to full-time/35 hours a week. The schedule is flexible and will require some evenings and weekends.

The Specialist will be responsible for engaging community members where they live and work, encouraging them to complete a 5-minute digital equity survey, and participating in related activities to build awareness about [Massachusetts Internet for All](#) and programs that support digital equity, such as the [Affordable Connectivity Program](#)

Potential locations for community engagement include affordable housing buildings, large retail stores, libraries, senior centers, food pantries, churches, and other community-based organizations. Additional responsibilities include:

- Tabling at community events to hand out surveys and engage the public.
- Providing brief (15-20 minutes) talks about the positive impact of reliable internet access to small groups at community organizations.
- Composing emails and making phone calls to gather information from community organizations.
- Assisting with event coordination, including food orders, table set-up/break-down, and printing/assembling educational materials.
- Collecting paper surveys and enter the information in an electronic database.
- Promoting Internet for All through social media and in other public venues.

The successful candidate is passionate about their community and interested in learning more about digital equity. They are willing to be a team player, open to feedback, and comfortable communicating with small groups and individuals, in person and via phone/email. Additionally, they have excellent time-management skills, are comfortable using computer software, including Microsoft Office programs, Zoom, and grammar/spell-check applications, and are familiar with, or willing to learn about, social media and marketing. Oral and written communication skills in languages other than English – i.e., Spanish, Haitian Creole, or Portuguese – are a plus.

Minimum requirements: High school diploma or GED equivalent. An associate degree or higher is preferred. The candidate must have a reliable mode of

transportation to travel throughout Berkshire County. The candidate must not hold another full-time position while employed part-time for BRPC. Other part-time employment or obligations are acceptable but should not interfere with a minimum 21-hour-per-week schedule.

To apply, please send a resume and cover letter to [info@berkshireplanning.org](mailto:info@berkshireplanning.org). Include "Community Engagement Specialist" in the subject line. No telephone calls. EOE/Smoke and Drug-Free Workplace. More information at [berkshireplanning.org](http://berkshireplanning.org).

Berkshire Regional Planning Commission is Berkshire County, Massachusetts's official region-wide planning agency. We provide municipalities with comprehensive planning services on land use, transportation, community and economic development, housing, public health, and environmental planning. BRPC promotes regional collaboration among communities and works to increase coordination between all levels of government. Berkshire Regional Planning Commission's mission is to provide leadership and assistance to the County's municipalities, organizations, and citizens in achieving County-wide inter-relationships, prosperity, opportunities, quality of life, strength, and vibrancy.