



BRPC

Berkshire Regional Planning Commission

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berkshireplanning.org

Employment Opportunity **ECONOMIC DEVELOPMENT PROGRAM ASSOCIATE**

The Economic Development Program seeks a Program Associate to support our Digital Equity Planning initiative as well as other projects within the department.

The Program Associate position is a full-time (35 hours/week), benefited, temporary position with an hourly pay rate of \$22. The position allows for hybrid work and may require occasional evenings and weekends.

The Program Associate will primarily focus on Digital Equity Planning and Partnerships and 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, libraries, senior centers, food pantries, churches, and other community-based organizations. Additional responsibilities include tabling at community events, providing brief (15-20 minute) talks about the positive impact of reliable internet access to small groups, composing emails and making phone calls to gather information from community organizations, assisting with event coordination, and promoting Internet for All through social media and in other public venues.

The Program Associate will also provide staff support to BRPC's Shared Economic Development Planning program, working directly with municipal staff and committee members in participating communities on a wide range of economic development efforts. Specific responsibilities will include the preparation of meeting materials, marketing and communications tasks such as social media and e-newsletters, and project management support.

The successful candidate is passionate about Berkshire County and interested in learning more about economic development planning. The person selected should be a team player and comfortable communicating with small groups and individuals, in person and via Zoom/phone/email. Additionally, the candidate should have excellent time-management skills, be comfortable using Microsoft Office programs and Zoom, and be familiar with, or willing to learn about, social media and marketing. Oral and written communication skills in a language other than English (e.g., Spanish, Haitian Creole, or Portuguese) is a plus.

Minimum requirements: Associate's degree required. A Bachelor's degree is preferred. The candidate must have a reliable mode of transportation to travel throughout Berkshire County.

To apply, please send a resume and cover letter to info@berkshireplanning.org. Include "Economic Development Program Associate" in the subject line. No telephone calls. EOE/Smoke and Drug-Free Workplace. More information at 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.