



BRPC

Berkshire Regional Planning Commission

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Employment Opportunity HOUSING PLANNER - COMMUNITY PLANNING AND DEVELOPMENT

The Berkshire Regional Planning Commission (BRPC) seeks a Housing Planner to assist regional and local efforts related to housing and community development within Berkshire County. This position requires a practitioner that possesses the skills, knowledge, and ability to conduct a wide range of activities related to housing planning and the agency's work related to Community Development Block Grant administration.

The Housing Planner is a full-time position (35-hour work week with flex time available) with a starting salary range of \$60,109 to \$66,855 and a very attractive benefits package. Staff receive regular performance evaluations with the possibility of merit increases, generally annually. BRPC's telework policy requires employees to be in-office a minimum of 2 days per week after the orientation period, with the balance of time permitted through telework.

The Berkshires offer a high quality of life for those who value outdoor recreation, cultural amenities, and a strong sense of community. BRPC prepares and implements community and regional plans and provides technical assistance to its 32 member municipalities within housing, economic, land use, environmental, transportation, public health, and community development.

A Planner level staff person at BRPC is a staff support person for multiple complex planning projects. This position will be a key member of the Community Planning and Development Program team with a primary focus on housing and community development. The selected candidate will assist efforts in implementing regional strategies in housing, work with communities to implement policy and regulatory changes, write grants, and support work related to Community Development Block Grant (CDBG) administration (please see Position Description for a detailed list of activities and responsibilities).

The successful candidate is a problem solver who can identify and assess needs or opportunities and identify solutions. The candidate must be committed to planning and demonstrate a high-level basic planning skill set, strong analytic and writing capabilities, and a strong ability to effortlessly communicate and work collaboratively with a wide range of people. Must work within the MS Office platform.

Minimum requirements: Bachelor's degree with degree/coursework in planning-related subjects and two years of full-time experience in planning. A Master's degree in planning or closely related field can substitute work experience. Experience related to housing planning and CDBG is preferred. BRPC welcomes candidates from a broad range of personal and professional backgrounds. Reasonably related work, educational, and life experiences will also be considered in evaluating candidates.

To apply: Please send a cover letter, resume, and a two-page writing sample to info@berkshireplanning.org. Include the phrase "Housing Planner - Community Planning and Development" in the subject line of your e-mail.

No telephone calls. The position is available immediately and open until filled. EOE/Smoke- and Drug-free Workplace.

This job post and a full position description can be found online here:
<https://berkshireplanning.org/about/employment-internship-opportunities/>