



# BRPC

Berkshire Regional Planning Commission

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[berkshireplanning.org](http://berkshireplanning.org)

## Employment Opportunity PUBLIC HEALTH PLANNER/SR PLANNER (Emergency Preparedness)

Are you passionate about public health emergency preparedness and ready to make an impact in Berkshire County? Join the Berkshire Regional Planning Commission's Public Health team as a Planner/Senior Planner and help strengthen local emergency planning, response, and training while collaborating with regional and state partners to enhance community resilience.

**TO APPLY:** Send resume and cover letter to [info@berkshireplanning.org](mailto:info@berkshireplanning.org). Please include "PH Planner/Sr Planner (Emergency Preparedness)" in the subject line.

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### GENERAL DESCRIPTION

The Planner/Sr Planner (Emergency Preparedness) will provide support to multiple projects within the Public Health Program, with an emphasis on Emergency Preparedness, Emergency Planning and Emergency Response. This is a full-time, on-site position with the Public Health team. BRPC Planners currently have a flexible work schedule at the discretion of their supervisor, though core work hours (10 am to 4 pm) must be covered every workday unless otherwise agreed. Full-time staff must work a minimum of 35 hours per week, with occasional weekends and night meetings as required. Onsite positions currently require a minimum of two days in the Pittsfield office per week. This position reports to the Public Health Program Manager.

### PRIMARY RESPONSIBILITIES

- Manage the Public Health Emergency Preparedness (PHEP) grant program ensuring deliverables like emergency dispensing site planning, Board of Health 24/7 contact updates, and reporting, while assisting local boards of health with emergency planning and response.
- Represent Berkshire County in regional and state committees, support emergency coalition meetings, and propose and manage additional preparedness projects.
- Develop and conduct training, coordinate and help manage the Medical Reserve Corps, and take the lead on public communication and response during emergencies.
- Assist Berkshire Country Board of Health Association (BCBOHA) with its programs, meetings, educational offerings, and emergency preparedness activities while maintaining and enhancing skills through training and exercises.
- Provide general support to the public health program, including grant writing, the identification of new funding sources and administrative duties.

### ADDITIONAL RESPONSIBILITIES

- Provide staff support for planning and assist with a wide range of significant public health projects that may include, but are not limited to:
  - Diversity, Equity, and Inclusion
  - Public Health Nursing and Environmental Health Inspection Services

This advertisement and the full position description can be found here:  
<https://berkshireplanning.org/about/employment-internship-opportunities/>

- Harm Reduction and Prevention, Community Health Improvement Planning, Environment and Climate Change Planning, Rural Health Equity, Emergency Preparedness and a wide range of other initiatives.

### MINIMUM QUALIFICATIONS

- Familiar with public health and emergency preparedness.
- Interested in obtaining advanced training and certifications.
- Ability to travel throughout Berkshire County, MA all times of the year to attend meetings, events, training, and support the Boards of Health in planning for and responding to emergencies.
- *Planner Level:* Some work/volunteer experience in emergency planning or response, public health planning experience, or an interest in emergency preparedness, and relevant education.
  - Master's degree in planning or a relevant field, or a bachelor's degree and two years of relevant experience.
- *Senior Planner Level:* Two years of public health emergency preparedness work experience in addition to the minimum education requirements.
  - Master's degree in planning or a relevant field with two years of relevant experience, and at least one year of experience managing complex planning projects.

### PREFERRED QUALIFICATIONS

- Experience with local or municipal government, emergency response, equity planning, or volunteer management.
- Certification in ICS, HSEEP, or other EP areas.

### SALARY RANGE

As of July 01, 2024, the starting salary range for a Planner is \$60,109-\$66,855 per year and the starting salary range for a Senior Planner is \$63,239-\$73,600. Level and pay rate are dependent on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the posted salary range unless the position is re-posted.

### BENEFITS

- MA State Retirement System
- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)
- Employee Assistance Program
- Professional Development Program
- Public Student Loan Forgiveness (PSLF)
- Milage Reimbursement

### EEO/SMOKE- AND DRUG-FREE WORKPLACE

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

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

*No telephone calls. This position is available immediately and open until filled.*

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