



BRPC

Berkshire Regional Planning Commission

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berkshireplanning.org

Employment Opportunity OFFICE ADMINISTRATOR

Join a mission-driven team working behind the scenes to make a real impact across Berkshire County! The Berkshire Regional Planning Commission is seeking a highly organized Office Administrator to keep our office running smoothly and support the vital work of our programs and staff. If you're a strong communicator with a knack for coordination and a commitment to public service, we encourage you to apply. Send us a cover letter highlighting your transferable skills and your enthusiasm for supporting a collaborative, community-focused workplace.

TO APPLY: Send resume and cover letter to info@berkshireplanning.org. Please include "Office Administrator" in the subject line.

GENERAL DESCRIPTION

The Office Administrator is a professional administrative staff member responsible for overseeing the daily operations of Berkshire Regional Planning Commission and its affiliated nonprofit, Berkshires Tomorrow, Inc. As an integral member of the Administration team, they ensure the efficient functioning of office activities and administrative processes for both organizations. This is a full-time, on-site, fixed-schedule position. Full-time staff must work a minimum of 35 hours per week, with occasional weekend and night meetings as required. This position reports to the Office Manager.

PRIMARY RESPONSIBILITIES

- Serve as the main point of contact at the front desk, handling phone calls, visitors, deliveries, and general inquiries.
- Provide administrative support to the Executive Director, Office Manager, Program Managers, and BRPC committees.
- Draft and distribute correspondence, reports, and meeting documentation.
- Coordinate logistics for agency meetings and events, including scheduling, registration, food orders, and material preparation.
- Maintain office operations, including supplies, building access, equipment maintenance, and cleaning coordination.
- Oversee communication tools and databases, including Microsoft Outlook lists, Constant Contact, BRPC's WordPress website, and BRPC's Access database.
- Ensure compliance with MA Open Meeting Law, maintain public records, and support onboarding/offboarding tasks.

ADDITIONAL RESPONSIBILITIES

- Coordinate agency-wide efforts, such as the United Way campaign, holiday gifts, and special events such as the Annual Meeting.

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

- Update town election calendars, track zoning changes, and maintain subscriptions.
- Support finance staff with scanning and filing tasks.
- Maintain login.gov and sam.gov access for BRPC and BTI.
- Monitor and maintain the magnetic project map and related inventory logs.
- Assist with public records requests and provide notary services as needed.

MINIMUM QUALIFICATIONS

- Four years of direct experience, or an equivalent combination of education and experience, is required.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Access) and comfort with additional platforms (e.g., Constant Contact, Zoom).
- Strong organization, attention to detail, and ability to manage multiple priorities.
- Ability to provide professional customer service and support across diverse internal and external contacts.
- Ability to work independently, set priorities, and manage workflows.
- Ability to travel locally to support admin operations, e.g. bank runs, post office.

PREFERRED QUALIFICATIONS

- Bachelor's degree preferred, equivalent training and experience may be substituted.
- Familiarity with MA Open Meeting Law, public records procedures, and municipal processes.
- Experience supporting nonprofit or public sector organizations.
- Knowledge of or experience using Bitwarden, WordPress, and Constant Contact.
- Notary Public commission preferred but not required.

SALARY RANGE

As of July 01, 2025, the starting salary range is \$27.25-\$34.93 per hour, depending 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

EEO/SMOKE- AND DRUG-FREE WORKPLACE

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

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