



BRPC

Berkshire Regional Planning Commission

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Employment Opportunity SENIOR HOUSING PLANNER - COMMUNITY PLANNING

The Berkshire Regional Planning Commission (BRPC) seeks a Senior Housing Planner to lead 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 Senior Housing Planner is a full-time position (35-hour work week with flex time available) with a starting salary range of \$61,697 to \$71,805 and a very attractive benefits package. Staff receive regular performance evaluations with the possibility of merit and cost of living increases. 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 Senior Planner level staff person at BRPC is the project lead for multiple complex planning projects. Responsibilities include program / project development, grant writing and grant preparation, development of scopes of work and budgets, project implementation, project and contract management, leadership of project teams, technical planning services, and supervision of project staff.

This position will be a key member of the Community Planning Program team with a primary focus on housing and community development. The selected candidate will lead efforts in implementing regional strategies in housing, working with communities to implement policy and regulatory changes, writing grants, and overseeing 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: Master's degree in planning or closely related field plus two years experience or Bachelor's degree with degree/coursework in planning-related subjects and four years of full-time experience in planning. 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 "Senior Housing Planner - Community Planning" 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/>