

Full-Time Public Health Planner – Berkshire County

The Berkshire Regional Planning Commission (BRPC) serves as the regional planning agency for Berkshire County in Western Massachusetts, assisting the thirty-two Berkshire cities and towns. BRPC is seeking a full-time (35 hours/week) Public Health Planner to start immediately (July 1, 2020). This new position will provide support to multiple projects within the Public Health Program, with an emphasis on Emergency Preparedness, Opioid and other Substance Addiction and Misuse Prevention initiatives, and Policies, Systems and Environmental (PSE) Change through the Pittsfield Grey to Green project. This is normally a salaried, benefited, on-site position with core daytime hours, although during the COVID pandemic applicant must be willing and have the ability to work from home. Some evening and/or weekend hours will be required.

Duties may include:

- Provide support to the Berkshire Public Health Alliance, Berkshire County Boards of Health Association, Berkshire Opioid Addiction Prevention Coalition and other BRPC Public Health Programs.
- Assist with updating of Emergency Preparedness Plans, Substance Misuse Projects, Community Health Improvement Planning, Pittsfield Grey to Green Project and other specific Public Health related projects.
- Assist with COVID-19 response activities as assigned.
- Assist coordinating and planning meetings for various working groups and projects, including scheduling and notetaking as needed. Public outreach and representation of BRPC at meetings.
- Conduct research and review planning documents to develop and share concise summaries and reports with project managers.
- Participate in discipline specific trainings and travel locally and nationally for conferences as needed.
- Update social media accounts, newsletters, and websites as needed.
- Participate and assist in diverse planning activities.
- Assist in development and drafting of surveys, training documents, and plan documents as needed.
- Assist with identification of grant opportunities and grant writing as appropriate.

Required Qualifications:

- Education or training: Masters Degree in Public Health, Community Health, Planning, or a related field from an accredited college or university or equivalent combination of experience and training, i.e. Bachelors Degree and two years of directly related experience.
- Driver's license valid for use in the United States.

- Strong critical thinking skills.
- Excellent communication and writing skills.
- Ability to set priorities and meet specified timelines in an independent manner.
- Knowledge of public health principles, including grounding in social determinants of health, harm reduction, anti-racism, and anti-poverty principles.
- Able to prioritize and adjust as conditions change. Ability to work independently and take initiative as needed.
- Attention to detail and accuracy are essential. Proficiency in Microsoft Office programs.
- Experience using social media platforms and work within website platforms.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

Preferred Qualifications:

- Experience with local public health or municipal government.
- Community organizing experience.

Hours: 35 hours per week, salaried.

Compensation: \$49,400 – 55,916, commensurate with experience

Benefits: include health insurance, dental insurance, short and long-term disability, vision, life insurance and generous holiday and vacation time. Qualifies for public interest student loan forgiveness.

All work-required travel will be reimbursed at the federal mileage rate (currently 58 cents per mile).

To apply:

Please send resume and cover letter to lkittross@berkshireplanning.org with “Public Health Planner” in the subject line.

No phone calls or in-person visits please!

Job open until filled.