



# BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201  
Pittsfield, MA 01201  
T: (413) 442-1521 · F: (413) 442-1523  
TTY: 771 or (800) 439-2370  
[berkshireplanning.org](http://berkshireplanning.org)

## Employment Opportunity PUBLIC HEALTH TRAINING SPECIALIST

Are you an experienced public health agent/inspector passionate about making a difference in public health practice in Berkshire and Hampden Counties and like the idea of sharing your knowledge and experience? Berkshire Regional Planning Commission's (BRPC) Berkshire-Hampden Public Health Training Hub (Hub) is looking for you to join our team of public health professionals to provide training and support to local boards of health inspectors in Berkshire and Hampden County.

**TO APPLY:** Send resume and cover letter to [info@berkshireplanning.org](mailto:info@berkshireplanning.org). Please include "Public Health Trainer" in the subject line.

---

### GENERAL DESCRIPTION

In addition to helping plan and deliver hands-on public health practice outreach, training, and mentoring, this position will also be directly involved in Training Hub administrative work by helping with data management, record keeping, reporting, website content and by providing general support to the Public Health Program Assistant Manager. This is a full-time, off-site, flexible schedule position with generous benefits. Core work hours (10 am to 4 pm) must be covered every workday unless otherwise agreed. This is a 35-hour week which may include occasional night and weekend meetings and training.

### PRIMARY RESPONSIBILITIES

- Administrative Coordination
- Training Coordination
- Training and Mentoring Services
- Support for Boards of Health, BRPC, and the Public Health Program

### ADDITIONAL RESPONSIBILITIES

- The Public Health Training Specialist provides technical assistance and guidance to other federal, state, regional and local government agencies and initiatives as needed.
- Take on other public health projects and initiatives as appropriate.
- Inspection support as needed.

### MINIMUM QUALIFICATIONS

- BA in Environmental Science or a related field
- 2-years of Public Health practice or related experience.
- Ability to work independently, set priorities, and manage workflows.
- Ability to travel throughout Berkshire and Hampden Counties MA at all times of the year to attend meetings, events, and training.
- Excellent writing and communication skills

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

- 6-years of relevant experience may be substituted for education as per BRPC Policies. However, state DPH performance standards may require obtaining a Registered Sanitarian (RS) certification within six years of hire.

### **PREFERRED QUALIFICATIONS**

- Registered Sanitarian or the ability to become an RS within 18 months of hire.
- Certifications in all areas of public health inspections or the ability to become certified within 18 months of hire, including MAPHIT Food, MAPHIT Housing, camps, Certified Pool Operator, Soil Evaluator, System Inspector, ICS, etc.
- Previous experience as a health inspector or agent strongly preferred.
- Experience in education and training a significant plus

### **SALARY RANGE**

As of July 01, 2024, the starting salary range is \$33.85-\$40.73 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
- Professional Development Program
- Public Student Loan Forgiveness (PSLF)

### **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 its hiring.

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