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

The Berkshire Regional Planning Commission Public Health Program is seeking either a Senior Planner or Planner to work on substance use disorder (SUD) projects.

Senior Planner to help coordinate the Berkshire Overdose Addiction Prevention Collaborative and multiple initiatives to reduce substance use disorders (SUD) and increase access to services and harm reduction in Berkshire County. Experience in education, youth empowerment, coalition building, and grant management is essential. Prior experience and or strong working knowledge with substance use prevention and protection preferred. MA + 2 years' experience in relevant field or BA with 4 plus years' experience required. Depending on education and experience, starting salary range is $58,697 – $68,805.

- Serve as the BRPC public health subject matter expert for issues relating to youth and substance use disorders (SUD)
- Help coordinate the Berkshire Opioid Addiction Prevention Collaborative (BOAPC), including managing deliverables for multiple grants, financial reporting and amendments with funders (in consultation with account and public health manager), updating strategic plan and logic model, coordination of subcontractors, invoicing, program planning, publicity and outreach, representing BOAPC/BRPC at local, state and regional meetings and all other coordinator tasks associated with BOAPC.
- Coordinate with other local and regional youth and SUD activities and represent BRPC on local, state, and regional workgroups/committees.
- Pursue additional youth prevention and protection opportunities, including identifying opportunities, coordinating partners, and coordinating grant writing.
- Work with Alliance and Public Health Program Staff to identify, write, and manage grants.
- Other related tasks as directed

Planner supports substance use disorder (SUD) initiatives relating to youth prevention and protection and other community and wellness projects. MA in relevant field or BA with 2 years' experience required. Experience in community work is a plus. Starting salary range, depending on experience, $49,894 – $56,475.

- Proactively cultivate working relationships with educators, students, youth-oriented organizations, substance use-related initiatives, and other community partners
- Help coordinate and plan meetings. Attend, participate and take minutes.
- Manage BOAPC eNewsletter development and distribution

- Manage BOAPC website and social media presence, including putting content on the Facebook page
- Attend Community events and represent BOAPC; tabling at events
- Data analysis and document production
- Communication and follow-up with educators, students, youth-oriented organizations, community partners, and subcontractors
- Scheduling, registration, and other logistics for BOAPC events
- Assist in the identification & preparation of grants and reports
- Coordinate and participate in public events and meetings, representing BRPC
- Interact with state agencies and regional partners and attend trainings, conferences, and webinars as required
- Other tasks as directed