



BERKSHIRE ENVIRONMENTAL ACTION TEAM
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Protecting the environment for wildlife in support of the natural world that sustains us all.

Program Associate

Berkshire Environmental Action Team (BEAT) is seeking a new Program Associate to our No Fracked Gas in Mass program. The position is part-time, 20 hours a week, with flexible hours and the potential to expand to full-time. A strong interest in climate and energy issues is favorable.

Who we are

BEAT's mission is to protect the environment for wildlife in support of the natural world that sustains us all. The Program Associate will be an integral part of the BEAT team, so in addition to specific responsibilities, you will be an essential part of the team, and there is plenty of room to grow. We celebrate the diverse perspectives different individuals bring to protecting our water, land, air, and wildlife habitat. As an equal opportunity employer, we stay true to our mission by embracing our differences and focusing our energies on protecting the environment together.

BEAT has a firm anti-discrimination policy. We believe that everyone, no matter the color of their skin, their income, the language they speak at home, or who they love, should work together to protect the environment for wildlife in support of the natural world that sustains us all. We work with a wide variety of people, and it is essential that everyone we work with is comfortable working with people of widely varying backgrounds, abilities, and situations.

Specific responsibilities include (but are not limited to):

- **Website updates:** Listing events and regulatory comment periods / archiving past ones, updating the No Fracked Gas in Mass Act Now page. Updating calendar of events, job listings, and public notices on BEAT's website.
- **Project comments:** Assist with understanding, processing and writing comments on energy infrastructure proposals, regulation changes, and feedback on climate policy. Assist with building comment guides to help citizen activists take action on these issues.
- **Letters to the editor:** Assist with or compose Letters to the Editor regarding issues affecting the environment in the Berkshires, Massachusetts energy issues, or the global climate.
- **Research assistance:** Examples include looking up contact information for parties to new energy infrastructure projects, which laws or regulations might apply to a project, which legislators may have affected districts or committee positions regarding a project, and what solutions may be more environmentally acceptable solutions to a proposed project.

Desired qualifications include:

- Familiarity with Microsoft Suite, google drive, google sheets, google calendar, etc.
- Familiarity with online website editing / WordPress
- Attention to detail and accuracy
- Strong research and writing skills, including citation of source materials

Strong advantages:

- Familiarity with or strong interest in energy and climate issues:
 - hazards of fossil fuel emissions
 - basic understanding of or ability to research alternatives like:
 - wind, solar, geothermal, energy storage, energy efficiency, etc.
- Experience with ArcMap, ArcGIS Online, and the ArcGIS Collector Application (or similar software)
- Knowledge of Salesforce, Quickbooks, and spreadsheets are a plus

This position could expand to full-time for the right candidate interested in providing office support as well. Hours are largely flexible as long as tasks are completed by deadlines. Must be extremely detail-oriented and able to work remotely without supervision, as well as work well in our close-knit team. Please send a resume, 3 references, a writing sample, and a cover letter to BEAT at team@thebeatnews.org

Posted: January 24, 2023

Position will remain open until filled.

Please note: *This description does not include all duties and responsibilities you may be asked to perform in this position. The description also excludes responsibilities related to the performance of the above-listed duties and responsibilities (e.g., the punctual filing of paperwork; responsiveness to other overall organizational needs; maintaining positive and respectful relationships with staff, board members, colleagues, and volunteers; etc.)*