



Environmental Program Assistant

Job Opportunity: Promote PT, Inc / Protect PT

Location: Hybrid / Harrison City, Pennsylvania

Schedule: Part-time/Internship 15-20 hours/week

Compensation: Course credit unpaid or \$13-15 *commensurate with experience / educational criteria*

About Protect PT:

Promote PT Inc. DBA, Protect PT (PPT) is a 501(c)3 nonprofit organization dedicated to ensuring residents' safety, security, and quality of life by engaging in education and advocacy to protect the economic, environmental, and legal rights of the people in Westmoreland and Allegheny counties. PPT empowers local residents to become informed and involved in current local events to promote a more viable, just, and communal future. PPT partners with similar community-based organizations to conduct outreach, host educational workshops, and attend community events. Visit our website for more information on our initiatives. www.protectpt.org.

We are seeking a socially and environmentally conscious person who is a strong communicator and has a passion for helping others and the community. A successful applicant will embody our organization's core tenets of Creativity, Quality Communication, Education & Leadership of Others, Culture of Service, Relationship Building, Adaptability, and Effective Time & Project Management. This position will report directly to the Environmental Scientist.

Responsibilities:

- Assist the Environmental Scientist with outreach, field installation of monitoring equipment, and educating community members for our citizen science monitoring programs;
- Properly use, maintain, and inventory monitoring equipment and technology;
- Assist in analyzing and comparing data to published research on air, water, and noise pollution;
- Assist in writing reports to residents and regulatory agencies;
- Assist in reviewing permit documents for compliance with state and federal laws;
- Contribute to public comments on permitting and environmental policy with other interns;
- Assist with and/or attend occasional evening and weekend events;
- Other tasks as needed

Qualifications:

- Working towards a Bachelor's or Master's Degree in Environmental Science, Biology, Chemistry, Geography, Natural Sciences, Geology, Computer Science, or related program.
- Proficiency in Windows operating systems, Google Workspace, and other online platforms
- Familiarity with Jupyter Notebooks and the Python programming language
- The ability to quickly learn and assist in educating others about citizen science monitoring programs

PPT offers a supportive and flexible working environment with telecommunication available. PPT strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply. Training and support will be provided. Can work with the educational institution to have hours put toward community service or credit hours. Will work around other job and school commitments. Qualified applicants should send a cover letter and resume to Gillian Graber, Executive Director, at gillian@protectpt.org.

Based on intern availability, their schedule will be set monthly by their supervisor with consideration of other responsibilities outside their internship. They will be responsible for logging in hours on our clocking system and sharing progress with their supervisor.