



Project Coordinator

Job Opportunity: Promote PT, Inc / Protect PT

Job Title: Project Coordinator

Location: Harrison City, Pennsylvania

Schedule: Full-time, 40 hours/week, starting at \$40k/year plus benefits

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 at 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 competencies 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 Executive Director and be responsible for overseeing the implementation of external communication strategies, oversee outreach to members, and volunteers within our service area. If you feel that you have what this job requires, send us a resume and a detailed explanation of why this position is for you!

Responsibilities:

- Assist ED in the project design and coordinate the planning of projects & campaigns to increase community engagement;
- Create comprehensive action plans, including resources, budgets, and timeframes for projects;
- Assist in grant writing and budget research & preparation for new and existing programs;
- Evaluate potential problems and technical hitches and develop solutions;
- Lead the planning of special events from start to finish, including everything from marketing the event to gathering supplies and ensuring events are staffed properly;
- Assist with project correspondences by preparing and reviewing project educational materials, taking meeting notes, and other project-related materials in accordance with the organization's mission and purpose;
- Support the team in meeting their project goals and reporting project progress to the director;
- Coordinate and assist in supervising the organization's internship program as Intern Liaison to the ED and Board;
- Record meeting minutes and take notes in meetings to be aware of staff deadlines and project elements;
- Other tasks as needed based on the needs of the business.

Qualifications:

- Experience in event planning, communications, organization of tasks and leadership;
- Self-motivated, independent worker;
- Works well in a fast-paced team environment and respects deadlines;
- Strong communication skills (writing sample required);
- Graphic design experience using Canva (design sample required);
- Ability to work efficiently and creatively with diverse people and organizations
- Willingness to work flexible schedule, including some evenings and weekends
- Proficient in Google Suite (Google Docs, Drove, Slides, Sheets, etc.) as well as online collaboration tools and willing to develop additional technology-based skills;

How to Apply:

Qualified applicants should submit an application, including a cover letter, resume, and a writing and design sample at <https://protectpt.info/apply>.

PPT offers a supportive and flexible working environment and is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.