



Staff Attorney

Job Opportunity: Promote PT, Inc / Protect PT

Job Title: Staff Attorney

Location: Harrison City, Pennsylvania

Schedule: Full-time, salaried, starting at \$60k/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:

- Provide in-house counsel services, such as review of contracts and internal policies;
- Litigate matters from start to finish in administrative, municipal, state, and federal fora and assist retained outside counsel services with litigation tasks, acting as co-counsel when needed;
- Identify and investigate situations that may require legal intervention on the administrative or judicial level;
- Investigate citizen complaints and work to address those complaints;
- Provide testimony at public hearings, draft, and submit comments on regulatory permit proposals; 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;
- Challenge permits and regulatory decisions that pose a threat to environmental or human health;
- Collaborate and maintain professional relationships with PPT's partners and members;
- Interact with media regarding aspects of Protect PT's legal work;
- Provide advice and taking appropriate action on general legal matters involving the organization;
- Other tasks as needed.

Qualifications:

- Must be a member of the Pennsylvania Bar or immediately eligible for membership;
- Preferred candidates who have experience with, or education in, administrative law, nonprofit law, municipal law and environmental law or the willingness and aptitude to learn quickly. **Knowledge of the municipal law is especially valued;**
- Candidates must have excellent writing and researching skills, be comfortable with public speaking, litigation, and display a commitment to environmental protection;
- Applicants must possess a professional and positive attitude, strong work ethic, and ability to work both independently and with a small team;
- Ability to work efficiently and creatively with diverse people and organizations
- Willingness to work flexible schedule, including some evenings and weekends
- Proficient in Google Workplace as well as online collaboration platforms and show a willingness to develop additional skills;
- Excellent organizational skills and the ability to multitask and meet deadlines.

How to Apply:

Qualified applicants should apply online and submit a cover letter, resume, and legal research or memo 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.