



Legal Research & Writing Internship

15~20 hours/week

Harrison City, Pennsylvania

Protect PT is a 501(c)3 non-profit citizens' organization working to ensure the safety, security, and quality of life for residents of Penn Township, Trafford and surrounding communities in Westmoreland County, PA. Protect PT works to empower area residents to become informed and involved in current local events to promote a more viable and communal future. Our organization achieves this mission by partnering with other similar community-based charities, conducting outreach, educational workshops, meetings, and 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 Executive Director and our Community Advocate. If you feel that you have what this job requires, send us a resume and an explanation as to why this position is for you!

Responsibilities:

- Conduct legal research (e.g. service of process, applicable filing steps, legal precedent, standing) Draft legal memoranda, briefs, and Right-To-Know Law requests
- Assist with preparing direct and cross-exam questions
- Review expert reports, special exception permit applications, and health impact assessments
- Create meeting minutes for conferences and Zoning Hearing Board appearances
- Follow up with expert and lay witnesses to ensure attendance at hearings
- Weekday evening availability one to two nights per month to attend hearings

Required Qualifications:

- At least one year of law school completed
- Ability to work independently and meet deadlines
- Ability to quickly learn PPT's legal strategy as it pertains to the overall goals of the organization
- Excellent oral and written communication skills
- Proficiency in Windows and Mac operating systems, Google Workspace and online collaboration
- Familiarity with WestLaw and LexisNexis
- Covid-19 Vaccination

Ideal candidates for this position will have performed well in their legal research, legal writing, appellate advocacy, civil procedure, and constitutional law first-year coursework. The selected applicant will gain experience in interpreting and applying municipal ordinances, rules of civil procedure, statutes, administrative code, and environmental law.

PPT offers a supportive and flexible working environment with telecommunication available. PPT will work with the selected candidate's educational institution to meet credit or pro bono requirements.

How to Apply:

Qualified applicants should send a cover letter and resume to Gillian Graber, Executive Director, at gillian@protectpt.org. PPT strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply.