



# Environmental Policy & Advocacy 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](http://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 Community Advocate. The ideal candidate would have knowledge of Environmental Public Policy, passion for the political process and be detail-oriented. If you feel that you have what this job requires, send us a resume and a detailed explanation as to why this position is for you!

## Responsibilities:

- Researching scientific studies and drafting comments and letters using studies to inform better public policies
- Conducting research on policymakers' positions on environmental issues and pollution and setting up meetings with decision-makers.
- Assisting in developing a public policy plan for Protect PT and its stakeholders
- Drafting fact sheets to summarize public policy and permitting processes
- Assist in educating the public on how public policy is incorporated into residents' daily life through workshops and materials

## Qualifications:

- Must be enrolled at a college or university with at least one year of undergraduate studies completed. Field of study in Political Science, Environmental Science, Public Policy, Environmental Law, Sustainability, or other related fields preferred.
- Ability to quickly learn PPT's legal strategy as it pertains to the overall goals of the organization
- Proficient in Google Workspace and online collaboration
- COVID-19 Vaccination

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 community service requirements.

## How to Apply:

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