



Communications Manager

Full-time, salaried position
Harrison City, Pennsylvania

Promote PT, Inc. DBA Protect PT (PPT) is a 501(c)3 non-profit organization working to ensure the safety, security, and quality of life for residents of Penn Township, Trafford, and surrounding communities in Westmoreland and Allegheny Counties. PPT works to protect our community from the harmful environmental impacts of fossil fuel activity and educates area residents to become empowered, informed, and involved in current local events to promote a more viable and communal future. Visit our website for more information on our initiatives. www.protectpt.org.

We seek a socially and environmentally conscious person who is a strong communicator and passionate about 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 works to implement strategies for policy change at the local, state and federal level to benefit residents in the communities in which we serve. 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:

- Lead and facilitate a tri-state collaborative working group with around 22 other organizational partners in the Ohio River Valley;
- Work with Protect PT's communications team, coalition partners, and frontline community members to develop and implement a communications strategy to engage the public, media, and decision-makers on the problem of oil and gas waste;
- Conduct research on policymakers' positions on environmental issues and pollution;
- Set up meetings with decision-makers and community members to educate and develop local strategies for success;
- Assist and educate residents on how to draft public comments for hearings, permit reviews, and other public participation opportunities;
- Educate the public on how public policy is incorporated into residents' daily life through workshops and materials;
- Draft and review fact sheets and other shared resources to summarize public policy and permitting processes;
- Provide policy analysis on items including but not limited to state policy and regulatory schemes;
- Draft advocacy letters and policy proposals to share with the community and educate legislators using 501(c)(3) organizational best practices;
- Speak on behalf of the organization and its constituents at policy hearings and important state meetings to advocate for mission-driven positions;
- Other tasks as needed.

Preferred Qualifications:

- Passionate about social and climate justice;
- Bachelor's Degree or commensurate experience in Marketing, Media or Public Relations, Multimedia Communications, or an associated major;
- Ability to work independently, meet deadlines, and quickly learn and build upon PPT's outreach strategy as it pertains to the overall goals of the organization;
- Experience in direct action, organizing, and leadership;
- Proficient in Google Drive and the G suite of applications and online collaboration software with excellent oral and written communication skills;
- Preference to candidates with experience in using Every Action CRM database;
- Weekday evening and weekend availability one to two nights/weekends per month to attend or lead events.

Starting salary \$45,000-\$54,000 per year, commensurate with experience plus monthly healthcare reimbursement, retirement, paid time off, and holiday pay.

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