



# 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](http://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 be responsible for overseeing the implementation of external communication strategies, attracting interest in PPT programs, and gaining and maintaining interest from members and volunteers to actively participate in our organization's mission. 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:

- Manage all external communications channels, including social media platforms, the organization's websites, and media relations.
- Design and implement our earned media strategy, create press kits and other communications to the press, and manage follow-up to gain positive press placements and improve community views of Protect PT and our work.
- Design and implement our paid media strategy to grow our database of interested community members and gain increased donations.
- Write copy and compile content for organizational newsletters, print/digital marketing and educational materials and adhere to our organization's brand by publishing content to connect with members and supporters.
- Manage the maintenance of donor records and Protect PT's Constituent Relationship Management (CRM) platform.
- Develop evaluation criteria and continuous improvement plan for each communication strategy.
- Develop & manage the execution of new media strategies to better connect with members and supporters.
- Manage & maintain current membership and recruitment of new members with measured growth objectives.
- Assist in the planning of all community events and fundraisers.
- Assist in writing and editing grant applications and reports.
- 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;
- At least one or more years of experience in a related field;
- 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 EveryAction 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>.