



Digital Media & Outreach Intern

~20 hours/week
Harrison City, Pennsylvania

Promote PT Inc. DBA, Protect PT (PPT) is a 501(c)3 a 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 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. www.protectpt.org

We are seeking a socially and environmentally conscious person who is a strong communicator and demonstrates a positive attitude, flexibility, enthusiasm and has a passion for helping others and the community. This position requires excellent computer, time management, and communication skills. This position will report directly to the Executive Director and will assist the Communications Manager in developing a social media and web-based strategy to promote outreach for events, projects, and campaigns.

Responsibilities:

- Assist in drafting messaging and visual media including images and video for our social media and web-based platforms to support current projects, campaigns, and events;
- Updating the organization's websites, SEO analytic platforms;
- Occasionally attend special community events to assist in documenting community outreach when needed based on the status of COVID-19;
- Find creative ways to engage the community and promote events across platforms;
- Other associated tasks as needed based on the needs of the business.

Preferred Qualifications:

- Working toward an Associate or Bachelors Degree in Communication, Multimedia, Graphic Design, Public Relations, or an associated major
- Ability to work independently, meet deadlines, and quickly learn PPT's outreach strategy as it pertains to the overall goals of the organization
- Excellent oral and written communication skills
- Proficient in Google Drive and online collaboration
- Weekday evening and weekend availability one to two nights/weekends per month to attend events

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:

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.