



Sustainability Coordinator Internship

Location: Harrison City, Pa, Hybrid

Schedule: Part-time, 20 hours/week

Pay: \$15-17/hr commensurate with experience

About Us:

Promote PT Inc. DBA, Protect PT (PPT) is a 501(c)3 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, just, 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, organized, and has a passion for helping others to organize ReImagine Turtle Creek Watershed and Airshed Communities (TCWAC), a grassroots sustainability initiative. 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 Sustainability Coordinator.

Responsibilities:

- Assist in planning projects, meetings, special events, and fundraisers to build a base of involved community members and volunteers;
- Attend steering committee and working group meetings;
- Assist working groups with project development and implementation;
- Design & distribute marketing and educational materials at local meetings and encourage community members to engage through our email newsletter, website, social media, direct phone calls, and canvassing;
- Attend evening and weekend events and document community involvement;
- Assist in the management of volunteers for working groups;
- Assist in conducting a SWOT analysis of working groups and start drafting a strategic plan to help the ReImagine TCWAC initiative reach its full potential;
- Other tasks as needed.

Qualifications:

- Working toward a Master's or finishing a Bachelor's Degree in Sustainability, Community Planning, Environmental Studies, Public Policy, Social Work, Communications, 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;
- Passionate about social and climate justice.

How to Apply:

Qualified applicants should send a cover letter, resume, and a media writing or design sample to Gillian Graber at <https://protectpt.info/apply>.

Protect PT is committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of sex, race, age, religion, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or any other protected category.