



Community Organizer Intern

~15 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 Project & Outreach Coordinator and Outreach Assistant with organizing community events, outreach to members and volunteers within our service area. 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:

- Assist in community mobilization efforts developing sound organizing strategies.
- Prepare & distribute materials at local meetings and encourage community members to engage through our email newsletter, website, and social media, direct phone calls and canvassing
- Help plan & develop organizing campaigns to drive and amplify the organization's mission
- Help coordinate meetings, events, and aid in facilitating training sessions
- Attend evening and weekend events
- Other tasks as needed

Preferred Qualifications:

- Working toward an Masters or Bachelors Degree in Communication, Community Planning & Organizing, Public Relations, Social Work, 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
- Experience in direct action, organizing, and leadership
- Passionate about social and climate justice

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.