



Protect PT

Community Organizer Intern
(~15 hours/week)
Harrison City, Pennsylvania

Protect PT is currently accepting applications for qualified college students to be considered for our 2020 Community Organizer Intern Position.

Protect PT (PPT) is a 501(c)3 non-profit citizens' organization working to ensure the safety, security, and quality of life for residents of Penn Township, Trafford and surrounding communities in Westmoreland County, PA. Protect PT works to empower area residents to become informed and involved in current local events to promote a more viable and communal future. Our organization achieves this mission by partnering with other similar community-based charities, conducting outreach, educational workshops, meetings, and 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 an excellent computer, time management, and communication skills. This position will report directly to the Executive Director and will assist the Project & Outreach Coordinator with outreach to the community, organization members and volunteers within Penn-Trafford and surrounding communities. If you feel that you have what this job requires, send us a resume and a detailed explanation as to 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 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 Docs 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 availability. 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.