



Sustainability Program Specialist

Full-time, salaried position
Harrison City, Pennsylvania

We are seeking a socially and environmentally conscious person who is a strong communicator 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 will assist the ReImagine TCWAC steering committee with organizing community events, local outreach, and volunteer management within our service area. Duties include maintaining a coalition of hyperlocal sustainability projects for marginalized and impoverished communities within the Turtle Creek Water and Airsheds.

Responsibilities:

- Full-Time salaried position with a combination of in-office and remote meetings based on the status of COVID-19 and using the best precautions to protect staff and stakeholders;
- Plan & develop organizing campaigns to amplify local sustainability;
- Coordinate meetings, events, and regular educational programming to community members, stakeholders, and local leaders;
- Manage volunteers for individual projects;
- Meet with community members in one-on-one or coordinated meetings to listen to, build trust with, and address their needs;
- 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;
- Attend special community events to assist and document community outreach;
- Serve as liaison or point of contact between community members and the organization;
- Assist with development efforts to secure funding for Promote PT's programming;
- Other tasks as needed based on the needs of the business.

Preferred Qualifications:

- Passionate about social and climate justice;
- Bachelors Degree in Community Planning & Organizing, Public Relations, 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;
- Experience in direct action, organizing, and leadership
- Proficient in Google Drive and online collaboration with excellent oral and written communication skills;
- Weekday evening and weekend availability one to two nights/weekends per month to attend events;
- COVID-19 Vaccination

*Applicants that live or have roots in the Turtle Creek Watershed Communities will be given preferential consideration.

Salary starting at \$40k per year commensurate with experience plus monthly healthcare reimbursement. PPT offers a supportive and flexible working environment and strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply. Qualified applicants should go to <https://protectpt.info/apply> to apply.

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.

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