

Environmental Program Assistant



Job Opportunity: Promote PT, Inc / Protect PT

Location: Hybrid / Harrison City, Pennsylvania

Schedule: Part-time 10-20 hours/week

Compensation: Paid or course credit (\$13-15/hour commensurate with experience / educational criteria)

About Protect PT:

Protect PT 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 has a passion for helping others and the community. A successful applicant will embody our organization's core tenets 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 Environmental Scientist.

Responsibilities:

- Assist the Environmental Scientist with outreach, field installation of monitoring equipment, and educating community members about our citizen science monitoring programs;
- Properly use, maintain, and inventory monitoring equipment and technology;
- Assist with air, water, and noise monitoring data download, entry, summary and analysis;
- Assist in writing reports to community members and regulatory agencies;
- Assist in reviewing permit documents for compliance with state and federal laws;
- Contribute to public comments on permitting and environmental policy with other interns;
- Assist with or attend occasional evening and weekend community events;
- Other tasks as needed

Qualifications:

- Has obtained or is working towards a Bachelor's or Master's Degree in Environmental Science, Biology, Chemistry, Natural Sciences, Geology, or related program.
- Proficiency in Windows operating systems, Google Workspace, and other online platforms
- Familiarity with Jupyter Notebooks and the Python programming language preferred
- The ability to quickly learn and assist in educating others about citizen science monitoring programs
- Interest in and basic familiarity with environmental impacts affecting communities
- Must have reliable transportation to field work locations and the ability to work independently in the field

How to Apply:

Qualified applicants should apply online and submit a cover letter, resume, and writing sample at <https://protectpt.info/apply>.

PPT offers a supportive and flexible working environment and is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.