



**Job Title: Community Advocate**

<b>FLSA Classification</b>	Exempt
<b><a href="#">Salary Range</a></b>	Tier 3: Program Director/Attorney
<b>Reports to:</b>	Senior Legal Advocate
<b>Date Reviewed:</b>	08/28/2024
<b>Work Location:</b>	Weekly Hybrid Requirements: <ul style="list-style-type: none"><li>• 3 days in field/office in Melcroft, PA</li><li>• 2 days from home available</li></ul>

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**Job Description**

**Summary/objective**

Mountain Watershed Association’s Community Advocate supports our work to protect the Youghiogheny River Watershed and greater Ohio River Valley region from the impacts of coal mining, shale gas, and petrochemical development. The Community Advocate must possess a Juris Doctor Degree, be willing to litigate, be enthusiastic and motivated self-starters, and be outgoing and able to work with diverse groups of people. The ability to communicate well verbally and in writing is critical, with 1-4 years of relevant work experience preferred. This position is centered around empowering and supporting communities affected by fossil fuel extraction through advocacy and legal education

## Job Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- **Community Legal Support:** A significant portion of your time will involve working directly with communities impacted by shale drilling, coal mining, and other environmental concerns. This includes providing information, support, and assistance to residents, as well as attending community meetings and events to represent MWA.
- **Direct Legal Action and Litigation:** A substantial part of the role will involve preparing and participating in litigation, which can vary depending on the year's legal demands. You will also draft legal documents, such as public comments for hearings and permit reviews, and assist community members in these processes.
- **Permit Review and Monitoring:** You will frequently review permits to identify environmental threats and support community leaders in understanding these documents. This work helps guide the placement of monitoring sites and informs other advocacy efforts.
- **Partnerships and Collaboration:** Engage regularly with regional coalitions and partner organizations to stay updated on policy developments related to coal mining, shale gas, and petrochemical issues. This work helps inform both local and national advocacy strategies.
- **Land Acquisitions:** While this represents a smaller portion of the role, you will occasionally handle real estate law matters, including meeting with landowners and drafting deeds and easements. The amount of time dedicated to this task may vary based on your background and expertise.

## Top 3 Competencies

- Time management
- Self-motivated
- Timely and efficient communication

## Work environment

- Indoor – 100%
  - Approximately 85% of the work of a Community Advocate occurs in the MWA office or in a home office
  - Approximately 15% of the work of a Community Advocate occurs by attending community meetings and hearings throughout the Watershed footprint

## **Physical demands**

- Ability to sit at a desk for long periods of time
- Ability to work from a computer for 8 hours a day
- Ability to carry items for community meeting setups to cars for loading and from the cars to the event space (nothing more than 50 pounds)

## **Travel required**

- Travel to and from the office is required and non-compensable.
- Travel to and from community meetings, community events, and various hearings is required and compensable.

## **Required education and experience**

- Juris Doctor Degree
- Thorough research experience related to both State and Federal laws and regulations
- Willingness to work a flexible schedule including frequent evenings and weekends
- Enthusiastic, self-motivated, and independent worker
- Work well under pressure and respects due dates

## **Preferred education, certification and experience**

- PA Bar admission preferred
- Proven ability to work effectively and creatively with diverse people and groups
- Reliable transportation and ability and willingness to travel when required
- Experience in land acquisitions, DEP permitting, and adjudicative hearings are a bonus

## **Additional experience of interest**

- Concentration in Environmental Legal Topics such as Energy & Sustainable Development Law

## **Work authorization/security clearance requirements**

-The only security clearances required are those prescribed by the PA Licensing process.

-The Community Advocate must remain in good standing according to the PA disciplinary board.

## **Equal Employment Opportunity Statement**

We maintain a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state, and local laws.

Mountain Watershed Association actively seeks to recruit individuals without regard to race, creed, color, religion, gender, national origin, ancestry, age, or physical or mental non-job related handicap or disability. Our equal employment opportunity philosophy applies to all aspects of employment.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by:

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Operations Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_