

The Office of Sustainability is seeking a dedicated, enthusiastic, and outgoing graduate assistant for the 2020-2021 academic year. This position will support Lehigh's overarching sustainability goals by supporting and coordinating three key programs within the office.

1. Facilitate Lehigh's participation in national competitions/events

- a. Oversee participation in RecycleMania (spring), Game Day Basketball (spring), Car Free Day (fall), Energy Conservation Month (fall), and Game Day Challenge (fall) and help plan specific events and do outreach throughout the year.
- b. Work with other departments and clubs on hosting events during RecycleMania and Energy Conservation month.

2. Organize Earth Week & Earth Day Fair

- a. Oversee communications for Earth Week activities including communicating with departments and clubs to host events during Earth Week & communications for Earth Day Fair including recruiting on-campus & off-campus groups.
- b. Generate creative calendar, social media posts, photo contest, campus announcements, Digital Information Display Boards, and table tents.
- c. Coordinate Earth Day Fair: follow ups, reserve locations, design table layout, order w/ custodial staff, organize day-of operations, etc.

3. Plan campus engagement events, campaigns, and activities

- a. Assist with pre-orientation and orientation planning and activities.
- b. Collaborate with other groups on events that bring a greater awareness to issues of sustainability with particular focus on social equity, diversity and inclusion, health and wellness, and community vibrancy.

Other responsibilities:

1. Support office communications:

- a. Advance the office's presence and reach through writing newsletter articles, drafting social media posts, writing blog articles, updating the bulletin board monthly, and assisting with website updates.
- b. Post and engage on social media platforms based on set communications calendar and social media guidelines.
- c. Other responsibilities as required.

2. Attend weekly staff meetings

This position will work closely with the Sustainability Program Manager. The graduate student will be expected to work with undergraduate interns, administrative departments, and professors. An ideal candidate will be comfortable working with multiple stakeholders, managing

and assigning tasks to student interns, and promoting sustainability initiatives across Lehigh's campus.

For this position, we are looking for a graduate student with the following skills:

- Experience organizing large campus events
- Strong organizational skills
- Ability to anticipate needs and take initiative
- Excellent time management
- Familiarity with education and outreach strategies, prior experience in the field of sustainability a plus
- Some graphic design experience creating posters, logos, infographics
- Social media (Facebook and Instagram) and communications experience
- Strong writing abilities for both internal & external audiences
- Ability to work alongside and delegate tasks to student interns and collaborate with other departments
- Professional demeanor including confidence in speaking with a diverse group of stakeholders

This position has an anticipated start date in late June or early July. To apply, please send a resume and cover letter to sustainability@lehigh.edu.