



Communications & Events Assistant

Position: Communications & Events Assistant

Department: Office of Sustainability

Supervisor: Katharine Targett

Pay Rate Level: Varies depending on class year and experience

Phone: 610-758-3692

Location: STEPS 264

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Description: The Office of Sustainability is seeking members to become part of a team specializing in communications and events. This team will work on raising awareness and education of campus sustainability efforts through social media, newsletters, the official Sustainability at Lehigh website, bulletin boards, blog, and more. The Communications & Events Assistant will promote campus programs and efforts through numerous campus events throughout the year as well.

Responsibilities may include:

- Writing, editing and expanding Office of Sustainability website content
- Writing Instagram posts and Facebook posts
- Updating the Office of Sustainability bulletin boards in STEPS
- Planning campus events
- Creating flyers, posters, signs
- Writing blog articles
- Assisting with the Lehigh Sustainability newsletter
- Attending weekly staff meetings

Preferred Qualifications:

- Strong communication and writing skills
- Experience writing articles or stories for publication
- Experience with developing blog content
- Experience with Windows Office Suite

Notes: The intern will be expected to work 4-10 hours per week, with some variability based on event needs starting in late August/early September 2017.

To Apply: Please complete application available at <https://sustainability.lehigh.edu/Jobs>

Deadline: open until filled