



Eco-Rep Coordinator Position

The Lehigh Eco-Rep Leadership Program fosters environmental responsibility by training student leaders to embody and promote sustainable living in residential halls and Greek houses. Through fun and educational events and operational and behavior change initiatives, Eco-Reps empower their fellow residents to take action to change their behaviors to live more sustainably.

Eco-Rep Coordinators serve in a senior level leadership role and are a vital member of the Eco-Rep Leadership Program. All Eco-Rep Coordinators have a common set of responsibilities (detailed below) as well as position specific responsibilities (detailed below). Eco-Rep Coordinators are self-driven leaders who are dedicated to making a unique impact on the program each year. They identify opportunities for innovation and challenge the status quo. Each Eco-Rep Coordinator works closely with their supervisor, the Sustainability Program Manager, and serves as a mentor for a group of Building Eco-Reps, known as a cluster family. They assist the Building Eco-Reps in planning and implementing two building events per semester per building and meet with them to discuss any issues in the building(s) that need to be addressed. Visit the [Eco-Rep Leadership Program website](#) to learn more about the program before applying.

Responsibilities

1. **Peer-to-Peer Education:** Eco-Rep Coordinators are expected to help teach sustainable living topics (including food, water, energy, waste and recycling, etc), with the assistance of the Sustainability Program Manager and other guest speakers, at weekly meetings. They are responsible for ensuring the Building Eco-Reps understand how the sustainability knowledge they gain at each meeting should be shared with the residents in their building(s). They are also responsible for performing Sustainable Living Program certifications.
2. **General Sustainability Support:** Eco-Rep Coordinators are often called on to help support campus-wide sustainability initiatives and events. They are expected to sign up for shifts to help as needed. This includes, but is not limited to helping with:
 - a. Trash and recycling education at the Student Orientation Picnic in August.
 - b. Game Day Challenge (fall semester)
 - c. Game Day Basketball (spring semester)
 - d. Trashion Show (spring semester)
 - e. Earth Day Fair (spring semester)



3. Measuring Impact: Eco-Rep Coordinators will collect and analyze data in their respective position specific responsibilities (detailed below) to show impact and areas for improvement.
4. Report Up: Eco-Rep Coordinators work with their Building Eco-Reps in their cluster family to ensure the practices in the buildings are consistent with campus expectations of environmental stewardship. They will report to the Sustainability Program Manager and will meet with him/her weekly at a Coordinator meeting. Eco-Rep Coordinators will also serve as a mentor to a group of Building Eco-Reps. Through this mentorship role, Eco-Rep Coordinators will check in with their Building Eco-Reps biweekly one-on-one to see how things are going, mentor them on their building events, and address any issues they are having. The Eco-Rep Coordinator will submit work orders to LU Facilities and will report any issues they can't solve to the Sustainability Program Manager.
5. Meetings & Trainings: Eco-Rep Coordinators must attend, and in some cases lead, all scheduled meetings and training sessions: These include:
 - a. Eco-Rep Coordinator Training in August before the academic year begins*.
 - b. Weekly Eco-Rep Leadership Program meeting (LEAD).
 - c. Weekly all Coordinator meeting (ATTEND).
 - d. Biweekly one-on-one meeting with each Building Eco-Rep in their cluster family (LEAD).
 - e. Monthly cluster family meeting (LEAD).
 - f. Take the lead in putting together and presenting at the Eco-Rep Leadership Program end of year presentation to the heads of departments in late April/early May.

*Note: The time you spend in meetings where you are learning skills for your job are not considered part of your paid hours.
6. Perform other duties as assigned.

Position Specific Responsibilities

There are four Eco-Rep Coordinator roles with different position specific responsibilities:

- Sustainable Living Program and RHC/RHA Collaboration: This position is responsible for running the Sustainable Living Program in residential halls and Greek houses. They handle the communications and logistics for room certifications, marketing and outreach for the program, and updating the checklist of actions. They also collect and analyze data to determine how to continue to improve the program. In addition, they serve as a



liaison to RHA/RHC by providing weekly updates to the Assistant Directors of Residential Life and attending RHA meetings.

- **Campus Events:** This position is responsible for planning and executing all Eco-Rep Leadership Program campus events. This includes brainstorming event ideas, reserving a space, placing catering orders, getting the supplies, recruiting Building and Hall Eco-Reps to help, and collaborating with other clubs/organizations. The person in this position would also be responsible for taking photos at each campus event and for collecting event metrics (either quantitative or qualitative) to show impact and to determine future event improvements.
- **Social Media, Marketing, Communications, and Graphics:** This position is responsible for posting content on all Eco-Rep social media outlets (Facebook, Instagram, Twitter) and for monitoring the social media metrics to improve the number of likes, impressions, and reach. The person in this position would also create the slides for weekly meetings, take meeting attendance, keep track of building event accountability, and send pre and post meeting emails. They would also update the Eco-Rep bulletin board monthly and create graphics and posters for campus events.
- **Greek:** This position is responsible for working with the Greek Building Eco-Reps to make Greek houses on campus more sustainable. They would work with the Greek Building Eco-Reps on waste reduction, recycling, energy conservation, water reduction etc. initiatives in their houses. The person in this position would meet one-on-one with the Greek Building Eco-Reps to set goals and priorities, conduct house surveys, do monthly house visits, and lead waste audits. They would work with the Greek Building Eco-Reps to collect and analyze the waste audit data to quantify impact and determine improvements that need to be communicated to each house.

Qualifications

- Prior experience as Eco-Rep is required.
- Passionate about sustainability and desire to improve sustainability/eco-friendly behaviors in residential halls.
- Understanding of environmental issues and campus sustainability initiatives.
- Commitment to represent the Office of Sustainability and Lehigh in a positive and productive manner.
- Comfortable supervising peers. Prior supervisory experience is an advantage.
- Must be reliable, timely, and responsible.
- Attention to detail and problem-solving skills.



- Ability to maintain academic performance and succeed at work.
- Full academic year commitment is required, option to continue in the role for multiple years.

Additional Details

- Eco-Rep Coordinators will be expected to work on *average* 6 hours per week. Actual weekly hours will fluctuate.
- Building Eco-Reps will receive a stipend of \$600 per semester, for a total of \$1200 for the academic year.
- Applicants will be asked to rank their specific position preferences instead of applying to each one separately. Make sure to explain your qualifications for each specific position you are interested in.