Greek Eco-Rep Coordinator
Eco-Rep Leadership Program
Lehigh University
2021-2022

Position: Greek Eco-Rep Coordinator

Description: 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. **Please note, responsibilities shift according to COVID-19 protocols. Until further guidance is given, remote work is expected.**

Responsibilities include:

- Helping to develop house event ideas each month
- Meeting with Greek Eco-Reps each month
- Helping them decide on and execute on one house event per month
- Helping with house outreach and marketing
- Holding monthly house visits
- Helping to recruit Greek Eco-Reps
- Conducting waste audits (pre and post) for all Greek houses in the Eco-Reps Program
  - Logistics with ABM and houses putting signs on trash
  - Greek Eco-Rep and house member involvement
  - Supplies
  - Work with Audrey on training
  - Coordinate on advertising with other coordinators
  - Eco-Rep volunteer sign ups
- Attending weekly staff meetings, Eco-Rep meetings, and Eco-Rep Coordinator meetings
- Assisting with building event and personal challenge planning and ideas each month as a coordinator mentor
- Creating and collecting building event metrics each month as well as event photos
- Assisting with and leading additional projects as needed* (per campus COVID-19 status and protocols)