



## **Social Media, Marketing, and Communications Assistant**

**Position:** Social Media, Marketing, and Communications Assistant

**Department:** Office of Sustainability

**Supervisor:** Katharine Targett

**Pay Rate Level:** Varies depending on class year and experience

**Phone:** 610-758-3692

**Location:** STEPS 426

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**Description:** The Office of Sustainability is seeking members to become part of a team specializing in community and campus outreach through social media platforms, blog articles, website content, and a weekly events newsletter. The team will work on raising awareness and education of campus sustainability efforts as well as promoting the office's sustainability events.

### **Responsibilities may include:**

- Generating Instagram and Facebook post ideas
- Drafting posts and posting on social media platforms
- Monitoring other social media pages for content to share
- Collaborating with Graphic Design Assistants to create infographics, fliers, and other graphics for use on social media platforms
  - Promoting Office of Sustainability events
  - Networking with and supporting like-minded departments, organizations, and offices on and off campus
- Writing blog articles
- Writing, editing, and expanding Office of Sustainability website content
- Developing content for a weekly sustainability events e-newsletter
- Attending weekly staff meetings

### **Preferred Qualifications:**

- Strong writing and communication skills
- Experience with social media platforms (specifically Facebook and Instagram)
- Experience writing articles, blogs, or stories for publication
- Experience developing e-newsletter or professional email content

**Notes:** The intern will be expected to work 4-10 hours per week, with some variability based on event needs. This position will start in January 2019.

**To Apply:** Please complete the application available on [Handshake](#) or complete this [form](#). In addition, send a copy of your resume to [sustainability@lehigh.edu](mailto:sustainability@lehigh.edu).

**Deadline:** Open until filled