

Sustainability Events Assistant

Position: Sustainability Events Assistant

Department: Office of Sustainability

Supervisor: Audrey McSain

Pay Rate Level: Varies depending on class year and experience. This is a work study position only.

Phone: 610-758-3692

Location: 516 Brodhead Avenue

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Description: The Office of Sustainability is seeking members to become part of a team specializing in campus sustainability events for the 2020-2021 academic year. This team will work on raising awareness and education of campus sustainability efforts through campus-wide events.

Responsibilities may include:

- Planning and engaging the campus community at events
- Distributing event posters throughout campus
- Assisting with educational tabling (creating materials, setup, execution, breakdown)
- Brainstorming and developing new events
- Maintaining and updating bulletin boards monthly
- Assist with other tasks as needed
- Attending weekly staff meetings

Preferred Qualifications:

- Strong communication and writing skills
- Experience with planning events
- An outgoing, people person

Notes: The intern will be expected to work 4-10 hours per week. This position will start in August 2020.

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.

Deadline: Open until filled