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 2021-2022 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 2021.

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