



Swap Shop Assistant

Position: Swap Shop 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

E-Mail: aem619@lehigh.edu

Description: The Office of Sustainability is seeking a student to assist with the management of Lehigh's Swap Shop. This includes maintaining and organizing the Swap Shop, planning educational and engaging events, managing social media, monitoring the Swap Shop email, coordinating donation drop-offs, and more.

Responsibilities may include:

- Sorting through donations and integrating items into the shop
- Maintaining the Swap Shop so it remains organized and easy to navigate
- Respond to emails and direct messages in a timely manner
- Managing the LU Swap Shop Instagram account
 - Featuring available items and updating inventory
 - Promoting events and collaborations
 - Developing educational content
- Promoting the Swap Shop to the Lehigh student body
- Planning and executing educational and engaging events

Preferred Qualifications:

- Strong organizational skills
- Strong writing and communication skills
- Experience with social media platforms (specifically Instagram)
- Passion for sustainability, thrifting, and/or addressing fast fashion

Notes: The intern will be expected to work a minimum of 6-10 hours per week. This position will start in August 2023.

To Apply: Please complete this [form](#) and upload a copy of your resume.

Deadline: Open until filled.