



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

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

**Department:** Office of Sustainability

**Supervisor:** Kelley Versocki

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

**Phone:** 610-758-3976

**Location:** 516 Brodhead Avenue

**E-Mail:** [kev222@lehigh.edu](mailto:kev222@lehigh.edu)

**Description:** The Office of Sustainability is seeking members to become part of a team specializing in community and campus outreach through social media platforms, website content, and a bi-monthly 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 social media 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, editing, and expanding Office of Sustainability website content
- Attending weekly staff meetings

### **Preferred Qualifications:**

- Strong writing and communication skills
- Experience with social media platforms (specifically Facebook, Instagram, & LinkedIn)
- 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. This position will start in January 2023.

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

**Deadline:** Open until filled.