



## **Swap Shop Communications Assistant**

**Position:** Swap Shop Communications Assistant

**Department:** Office of Sustainability

**Supervisor:** Katharine Targett Gross

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

**Phone:** 610-758-3976

**Location:** Virtual/516 Brodhead Avenue

**E-Mail:** [kat516@lehigh.edu](mailto:kat516@lehigh.edu)

**Description:** The Office of Sustainability is seeking a student to assist with communication efforts for Lehigh's Swap Shop. This includes developing and managing an Instagram profile, running the Swap Shop email, coordinating donation drop-offs, and more.

### **Responsibilities may include:**

- Post items available for pick-up regularly on Instagram:
  - See this example: [Instagram](#)
- Respond to emails and direct messages in a timely manner
- Promote the Swap Shop to the Lehigh student body
- Update drop-off time slots (drop-off time slots will vary throughout the semester)
- Coordinate claimed item pick-ups with students following Lehigh's COVID-19 protocols
- Create a bi-weekly newsletter with an update of new inventory, items that are still available, and other relevant information
- Assist with event planning as COVID-19 restrictions lift

### **Preferred Qualifications:**

- Strong organizational skills
- Strong writing and communication skills
- Experience with social media platforms (specifically 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 February 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](mailto:sustainability@lehigh.edu).

**Deadline:** Open until filled