**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

**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 2022.
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