

The Office of Sustainability is seeking a dedicated, enthusiastic, and outgoing Eco-Rep to work during the Summer of 2017. This position will support Lehigh's overarching sustainability goals by providing assistance with Eco-Rep recruitment and orientation week planning as well as meeting and event logistics and retreat planning. More specifically, this Eco-Rep Leadership Program Summer Assistant would be responsible for the following:

**1. Planning and preparing for Eco-Reps meetings that are interactive and creative**

- a. Assisting in the development of an Eco-Rep calendar for weekly meetings next academic year (fall and spring) including:
  - i. Monthly themes
  - ii. Weekly subtopics
  - iii. Fun/engaging activities
  - iv. Team building events
  - v. Personal challenges
  - vi. Building events
  - vii. Campus events
  - viii. Deliverables due

**2. Planning fun, engaging, and quantifiable (metrics) campus events and competitions that closely align with sustainability goals**

- a. Beginning to plan campus events for the fall semester - keeping metrics in mind
- b. Creating folders on google drive for each event and add all the necessary materials to the folders
- c. Populating Eco-Rep Coordinator meeting document with tasks

**3. Continuing to enhance recruitment of new Eco-Reps before orientation, during orientation, and after orientation to have a larger presence on campus**

- a. Executing on recruitment plan tasks
- b. Updating bulletin board
- c. Updating Eco-Reps website
- d. Reviving the Green Living Program

**4. Provide training at the beginning of the Fall semester to educate our Eco-Reps on what it means to be an Eco-Rep, the responsibilities and expectations, Lehigh's sustainability goals and programs etc.**

- a. Assisting in the development of all aspects of the Fall 2017 Eco-Rep retreat

For this position, we are looking for an Eco-Rep with the following skills:

- A current or former Eco-Rep
- Familiarity with education and outreach strategies as well as metrics

- Experience organizing large campus events
- Some graphic design experience creating posters, logos, infographics
- Strong organizational skills
- Excellent time management
- Strong writing abilities

*This position has an anticipated start date of May/June 2017. The position will be paid at \$9/hour. To apply, please send a resume and cover letter to Katharine Targett at [kat516@lehigh.edu](mailto:kat516@lehigh.edu).*