Sustainability Events Assistant

Position: Sustainability Events 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 members to become part of a team specializing in campus sustainability events for the 2022-2023 academic year. This team will work on raising awareness and education of campus sustainability efforts through campus-wide events.

Responsibilities may include:
- Planning and engaging the campus community at events
- Distributing event posters throughout campus
- Assisting with educational tabling (creating materials, setup, execution, breakdown)
- Brainstorming and developing new events
- Maintaining and updating bulletin boards monthly
- Assist with other tasks as needed
- Attending weekly staff meetings

Preferred Qualifications:
- Strong communication and writing skills
- Experience with planning events
- An outgoing, people person

Notes: The intern will be expected to work 4-10 hours per week. This position will start in August 2023.

To Apply: Please complete this form. In addition, send a copy of your resume to sustainability@lehigh.edu.
Deadline: Open until filled