



## **Swap Shop Assistant**

**Position:** Swap Shop Communications 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](mailto:aem619@lehigh.edu)

**Description:** The Office of Sustainability is seeking a student to assist with the management of Lehigh's Swap Shop. This includes maintaining and organizing the Swap Shop, planning educational and engaging events, managing an Instagram profile, running the Swap Shop email, coordinating donation drop-offs, and more.

### **Responsibilities may include:**

- Sorting through donations and integrating items into the shop
- Maintaining the Swap Shop so it organized and easy to navigate
- 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 August 2022.

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

**Deadline:** Open until filled