



Event Specialist Job Description

Thanks for your interest in Einnim (eye-nuhm)!

The Event Specialist will support the operations of event set-up and breakdown during our in-store and off-site events. No prior experience is required.

This position will be responsible for:

- **Primary tasks will include event set-up and breakdown, sourcing + initial outreach for pop-ups and events, event photography. Please note that events can be held off-site or at Einnim's brick and mortar location.**
- Communicate frequently with Shop Owner to ensure that preparation for events is complete.
- Opening and closing procedures (if applicable).
- When scheduled for selling shifts, driving sales through engagement with customers, suggestive selling, and sharing product knowledge.
- Becoming an Einnim product knowledge expert.
- Processing payments using Square POS system (if applicable).

Requirements:

- Intermediate to advanced experience in customer service/sales.
- Has strong listening, written and verbal communication skills.
- Is proactive and eager to pick up the phone and charm prospective clients/customers!
- Has an entrepreneurial spirit, and prides themselves on their passion for creativity.
- Please note that this position is on a contract basis and shifts will be sporadic (3-4 per month)

Work Location: Oak Park, IL/Off-site

Job Type: Contract-to-Hire

Pay: \$100/project + parking reimbursement and \$20 stipend towards lunch during shift

Supplemental Pay: NA

Schedule: NA

Start Date: ASAP

End Date: TBD



Einnim is an equal opportunity employer. We are a woman-owned, black-owned small business and take pride in growing a diverse community; we do not discriminate on the basis of race, sex, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, medical condition, disability, or any other class or characteristic protected by applicable law. We welcome candidates from all backgrounds.

About EINNIM LLC

Einnim is a candle bar + apothecary that specializes in beautifully customized soy wax candles, goat milk soap bars, body + hair products and much, much more.

We are dedicated to providing our customers with a lasting experience that will keep them coming back for more.

We launched in May of 2020 as a means to help our fellow immunocompromised friends find a way to cope with the uncontrollables of society.

The reception we have garnered in such a short period of time has been more than we could have imagined and now we are looking to expand our team to continue growing even more.