

## Event Manager

Join our innovative solar start-up in bringing clean energy to people all over Maryland. We are a growing business and have need of a dedicated staff member to run our table at events in the community. You would travel to assigned events across the Silver Spring/Baltimore/Annapolis region, be in charge of setting up and breaking down our stations at the events, and answering customer questions and getting their info for signing up with Neighborhood Sun.

### **Must Have:**

High energy and personable.

A real entrepreneurial spirit and a "self-starter"

Ability to transport self and materials across multiple counties

Ability to lift and carry 50 lbs

### **Would also like:**

Passion for the environment and/or interest in clean, renewable energy.

Outgoing and enjoy outdoor and indoor public events

Fun loving and personable

### **The role of this position:**

The Event Manager will primarily run public outreach efforts for the company. He/She/They will represent Neighborhood Sun and recruit members at a variety of events, or assist other sales team members at these events. Daily activities may include, but are not limited to: phone or online meetings with the Event Coordinator, transporting materials to events or other sales team members, answering a range of questions about the company to curious customers, generating leads from events with emails/phone numbers

### **Compensation:**

12.00 an hour with a bonus system

50 dollars for every lead generated that convert into customers

Transportation Reimbursement

### **Schedule:**

Part- time on most weekends, some weekday evenings.

Events can run for 4-9 hours +setup/breakdown

Estimate 6-20 hours week depending on events and availability

### **Atmosphere:**

Casual, fun, and energetic.

We are a start-up company looking to grow exponentially through venture capital investments and increased sales.

**About Neighborhood Sun:** [www.NeighborhoodSun.Solar](http://www.NeighborhoodSun.Solar)