

Lifestyle Coordinator at Avenu at Natick:

The Opportunity:

National Development is looking for a Lifestyle Coordinator for our new 62+ Active Adult Community, Avenu at Natick. This community will be highly focused on a robust events and activities schedule and providing a highly engaging and social atmosphere for residents. The ideal candidate will bring a passion for people, event planning, apartment living, and creating a sense of community among residents and team members.

As a Lifestyle Coordinator, your primary responsibilities include:

- Conceiving, planning, and executing all resident events and activities.
- Managing event-related vendors and overall event organization.
- Corresponding with current and future residents – managing all community and resident-related updates. Conducting surveys with residents to gain optimal understanding of preferred event types and times, and overall needs within the community.
- Having an in-depth knowledge of the area and the ability to readily recommend restaurants, entertainment options, and other local highlights.
- Cultivating and maintaining strong, loyal relationships with residents, offering a first-class resident experience and helping to maintain a strong sense of community

You Contribute to ND Communities By:

- Being dedicated to our residents – working to exceed their expectations, resolving any community-related issues, and striving to create extraordinary experiences.
- Being dedicated to National Development – maximizing NOI, reducing turnover, maintaining a positive reputation (both online and anecdotally), and proudly representing National Development’s professionalism and values.
- Being dedicated to your team - you roll up your sleeves and assist team members—no job is “below your pay grade”.

You Offer:

- Experience in the property management, hospitality and/or event planning industries
- Experience with industry software (YARDI) a plus
- Excellent organizational skills
- Creativity and strong communication skills
- Willingness to jump in, learning new tasks and systems
- Proficiency with social media channels (specifically Facebook and Instagram)
- Ability to work some nights and weekends as needed

We Offer:

National Development offers a wide range of insurance options, programs and benefits that let you and your family be healthy and plan for the future. Including:

- Comprehensive and affordable health plans
- Life insurance

- Employee wellness incentives
- Company-matched 401K
- Paid time off

We want our team members to be happy and healthy, both personally and professionally. Our benefits take into consideration everything from career development to family matters and health and wellness.

National Development is proudly an Equal Opportunity Employer.