



# Chestnut Hill Realty

*Managing People's Apartment Homes with Pride*

## **Community Lifestyle Manager (Chestnut Hill, MA)**

Work for an award winning company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day.

Chestnut Hill Realty has an exciting opportunity for a Community Lifestyle Manager to join the team at our Chestnut Hill location. This is your chance to build a sense of community by managing a team that develops and offers programs that engage residents. Helping to provide day to day management of the community center and concierge staff to achieve community goals surrounding resident retention.

### **As a Community Lifestyle Manager, you will:**

- Manage concierge staff and oversee concierge procedures and ensure standards are met
- Ensure all amenities are in tour condition and prepared for resident use
- Utilize amenity space to develop and execute events, services and programs
- Compile and maintain detail information on local services that may be of interest to residents
- Establish and maintain positive relationships with local businesses
- Create and market events and ensure programs and initiatives are offered for the property and its residents
- Create and produce newsletters, flyers and postings on social media platforms

### **Some of the benefits to you:**

- Attractive total compensation package
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off
- Chestnut Hill Realty apartment discount
- Great work-life balance
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development
- Strong promote-from-within company culture
- Positive work environment

### **Are you the right person for the job?**

- Minimum of one (1) years' experience in managing administrative or customer service-based roles
- Minimum of one (1) years' experience in management of planning and executing events
- Minimum of one (1) years' supervisory experience
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook
- Strong written and verbal communication skills
- Positive attitude, strong work ethic and ability to lead and motivate others
- Must possess professional written and verbal communication skills

**If you are self-motivated, have customer service experience and/or event management experience and are excited about making our residents happy, we want to hear from you!**

*All job offers contingent upon satisfactory background check*





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2021  
2022  
**2023** BEST PLACES TO  
**WORK** IN MULTIFAMILY