

EVENTS COORDINATOR

Lewis Apartment Communities, a division of one of the largest real estate developers in California has an immediate opening for a sharp and experienced, **Events Coordinator**.

This position will provide an energetic, service-oriented activities and events program for our portfolio of Inland Empire apartment communities. The right candidate would have an energetic, proactive personality with experience in creating, organizing, and running small to large creative/athletic/fun events for a variety of demographics (young to old). These events will market to potential residents as well as current residents, and may include corporate office events.

Related experience in events coordination and/or managing mid to large-scale activities is a must! Any background with cruise lines, health & fitness clubs, hotel concierge, amusement parks, recreation parks, sports venues, colleges, or event-planning is the background we're looking for. A degree or training in Recreation or Hospitality is a big plus.

This exciting position may require night and weekend work with days-off varying from week to week, so applicants may need to be flexible with their time. Good transportation and valid driver's license required. **Days off would be Sunday and Monday.**

This is a full-time, hourly position with full medical/dental benefits, 401k with company match, and more.

This is an excellent opportunity to join a name-recognized, growing company with a strong history, a broad future, and a promote-from-within company culture. Join the Lewis Group of Companies and you will be an important part of a winning team with a long history of successful apartment development and property management. Our dedication to service is the key to a successful and rewarding future. This culture of both excellence and camaraderie is what makes Lewis a wonderful place to grow your career.

To learn more about Lewis Apartment Communities, visit our websites at www.lewisop.com & www.lewisapartments.com

TO APPLY:

Email: careers@lewisop.com

Fax: 909-931-5577

Lewis Apartment Communities is an equal opportunity employer