



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Communications & Marketing Generalist (Full-Time)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland seeks a Communications & Marketing Generalist to support all functions of the Communications & Marketing Department, helping to showcase the school's mission, programs, and community. This role coordinates project workflows, manages print and vendor relationships, and assists with digital marketing, website updates, and communications. The ideal candidate possesses excellent organizational, communication, and problem-solving skills; a strong attention to detail and ability to manage multiple projects simultaneously; and is comfortable working in website content management systems and email marketing platforms.

This is a full-time, fully-benefited, non-exempt, 12-month position. We encourage applicants from underrepresented groups to apply.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHPS conducts background checks, including fingerprinting and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- Associate degree or higher in a related field; or
- Minimum of 3 years of relevant professional experience in communications, marketing, or administrative support.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.