



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Communications & Marketing Assistant (Part-Time)



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

Job Summary

Lake Highland's Communications & Marketing team seeks a part-time Communications & Marketing Assistant to provide administrative and operational support to the Director of Communications & Marketing and the department. This role ensures the smooth coordination of departmental projects, meetings, and communications. This role also manages scheduling, maintains records and assets, and supports the execution of marketing and communications initiatives that reflect Lake Highland's mission, values, and community spirit.

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

Education & Experience

- Associate degree or equivalent professional experience in communications, marketing, business administration, or related field required.
- 2+ years of administrative or communications-related experience preferred.
- Photography skills preferred.

About Lake Highland

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

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)

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHP 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.