



LAKE HIGHLAND PREPARATORY SCHOOL

POSITION ANNOUNCEMENT

Construction Project Coordinator Facilities - November 2026 to May 2028

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

Job Summary

Lake Highland Prep's Facilities department seeks a Construction Project Coordinator to support the Facilities/Property Manager with the School's owner-representation responsibilities for the OHJOI Athletic Center project by maintaining organized project information, supporting coordination among stakeholders, and tracking key project details related to documentation, cost, schedule, procurement, and closeout. This role requires commercial construction knowledge, strong attention to detail, and the ability to identify and elevate potential cost, schedule, quality, or operational concerns for appropriate review.

This is an 18-month, contracted, benefited, exempt position, with a 40-hour/week schedule.

Education & Experience

- Minimum of four (4) years of experience supporting commercial or institutional construction as a project coordinator, project engineer, construction administrator, or owner's representative support required; experience on educational or occupied-campus projects preferred.
- Working knowledge of the construction process from contract award through closeout required.
- Associate or bachelor's degree in construction management, engineering, business, or a related field preferred; equivalent construction experience will be considered.
- Experience with a construction management platform such as Procore, Bluebeam, or Autodesk Construction Cloud 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 (<https://info.flclearinghouse.com/>), drug testing, and social media checks, and may use a third-party administrator. Background and social media checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and applicable state laws. Lake Highland Preparatory School is an Equal Opportunity Employer.