External Affairs Assistant

Approved: October 2026

Purpose Statement: The External Affairs Assistant seeks to implement the mission and vision of the school by supporting the Director of External Affairs and overseeing specific projects as assigned.

Reporting Relationships: The External Affairs Assistant reports to the Director of External Affairs.

Domain: External Affairs

FTE: 0.5-1.0

Responsibilities:

1. Assist the Director of External Affairs in accomplishing marketing, communications and advancement activities as well as external-facing events
    a. Provide input on External Affairs priorities
    b. Coordinate external-facing events for the school including parent, alumni, and Kandern community gatherings
    c. Coordinate the process of onboarding new families and students including communication, orientation, and cross-department coordination
    d. Implement marketing and communications initiatives as directed by the Director of External Affairs
    e. Work with other External Affairs team members to coordinate efforts and/or enhance the experience of current and prospective families
    f. Be available to act as onsite host for prospective families
    g. Work closely with BFA Connect and Director of External Affairs in building relationships with local and international mission offices
    h. Support Admissions Director as needed

2. Assist with general school communication projects
    a. Publish a weekly parent communication containing school updates, news, and events
    b. Assist with internal and external communications as needed

3. Assist with coordination of Advancement initiatives
    a. Use Bloomerang effectively for communication and constituent management
    b. Accomplish Advancement tasks and projects as assigned by the Director of External Affairs
    c. Work with Advancement staff on Year End Appeal

4. Support the Director of External Affairs with calendaring, communication, and other administrative tasks

Qualifications and Requirements:

- Previous administrative experience is preferred.
- Knowledge of the Google suite.
- Well-organized, attentive to detail, and works collaboratively with others.
- A strong capacity for, and commitment to, confidentiality.
- Strong communication, organization, and time management skills.

Success Indicators:

- Tasks are completed professionally and punctually

- Stakeholder families are engaged in recruiting new families
- School families feel well informed and part of the school community through the efforts of External Affairs
- External Affairs is well supported and able to succeed
- Mission sending agencies recommend BFA to their missionaries