

Chang Family Foundation  
**Administrative Assistant**  
**Part-time Job Opening**

**Administrative Assistant** – The Chang Family Foundation has an immediate opening for an administrative assistant. This person will work directly with the executive director assisting in overseeing and implementing programs and ministries of the Foundation.

This position is based out of Rancho Santa Margarita, California

Responsibilities:

- Will assist the Executive Director to guide program ministries and its leaders
- Will assist in coordinating logistics for all programs and special events
- General office support including answering the phones, mail, email, database management, document management, general correspondence etc
- Will assist in event coordination which may include purchasing and managing program event supplies, assist the Executive Director and core leaders with onsite and offsite events
- Assist in implementing and overseeing Christian Sports League (CSL) programs and ministries
- Will up load web site content for CSL and other events
- Will assist in volunteer recruitment and appreciation
- Will coordinate and assist in the management of CFF's partner churches
- Create and maintain necessary documents and budgets
- Maintain prayer e-mails, Foundation Support Directories and Databases, Foundation mailings i.e. Holiday mailings etc.
- Manage mass communication with other leaders and participants with important updates and communications.

Skills and Qualifications:

- Minimum of 2 years ministry or non-profit experience.
- A mature Christian who is dedicated to the Great Commission
- Demonstrates strong and growing walk with Christ
- Outgoing personality; ability to communicate in a group setting
- Solid understanding of team sports and competition
- Experience in event planning
- Proactive, ability to prioritize and work independently
- Ministry minded and flexible
- Organized and detailed oriented
- Willing and able to travel, as needed
- Understands the unique and special platform that God has given through Michael's tennis career
- Computer and website management knowledge, a plus
- Bilingual (Chinese) a plus
- Resides or will relocate to southern California
- Skilled in various software applications that include Word, Excel, Adobe, Photoshop, HTML, etc.

Hours are 15-30hours per week and will vary depending on the events. Must be able to work some weekends and weeknights as required.

Interested candidates should send their résumé to Caroline Wong Nakata  
[caroline@mchang.com](mailto:caroline@mchang.com) or

Chang Family Foundation  
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