

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**FURNITURE BANK COORDINATOR
SALEM ALLIANCE CHURCH**

Department: Nations & Neighborhoods
Supervisor: Pastor of Neighborhood
Supervises: No
Volunteers: Recruits, Places, Develops, Encourages
Exempt Status: Non-Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under the general supervision of the Pastor of Neighborhoods, the Furniture Bank Coordinator oversees the redistribution of donated furniture for the church.

CORE JOB FUNCTIONS: An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Administration
 - Create and maintain systems for inventory tracking, volunteer management, data collection and guest experience follow-up.
 - Manage the Amazon wishlist.
 - Work with large companies to establish a consistent pipeline for receiving and distributing beds.
 - Source donations from the community.
2. Communications
 - Maintain connection throughout the week with the delivery coordinator to ensure guests receive the appropriate items in a timely manner.
 - Run communications for the Furniture Bank on relevant platforms and promote the organization to other churches, non-profits, and agencies.
 - Coordinate and be the liaison with the volunteer team.
3. Management/Development
 - Manage donation hours at the warehouse, furniture inventory, and supplies.
 - Determine and assess any donations received to meet requirements.
 - Maintain the warehouse clean and organized.
 - Assist in training new volunteers and help manage the volunteer team.
4. Hospitality
 - Take phone calls, screen guests, and assist the Furniture Bank Delivery team in matching guests with their furniture needs.
 - Communicate with donors scheduling drop off and pick ups to the warehouse.
 - Schedule appointments, manage community members visiting the location, and facilitate in person shopping.

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas).
2. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report (if applicable).
3. Consistently attend and participate in assigned meetings and events, if applicable (e.g., weekly staff meetings, biennial staff retreats and team meetings).
4. Work collaboratively with other staff members and departments.
5. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

MINIMUM POSITION REQUIREMENTS: Completion of High School Diploma or GED. The Furniture Bank Coordinator must have a combination of education and experiences that provides the following knowledge, skills and abilities.

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver’s license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must: possess coordination and balance to traverse cat walks, climb ladders and install equipment, sometimes in awkward locations; must be able to regularly climb stairways to access equipment; must be able to operate technical equipment, requiring good dexterity, vision and aural skills; must possess mobility to work in office setting and utilize standard office equipment, including a computer. The employee is required to stand, kneel, crouch, walk, sit, use hands and to reach with hands and arms. The employee must be able to lift up to 70 pounds from the ground. Must have the physical and mental stamina to work a flexible schedule including weekends and some holidays; to work with large numbers of staff and volunteers simultaneously, to think clearly in the midst of pressure, to keep track of multiple priorities and to meet multiple expectations. On occasion, work requires a stage presence before large audiences.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works mostly indoors and is required to use a variety of office and technical equipment. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee must climb stairs many times each day to locations that have no elevator access. The employee may drive several times each week to attend meetings, make purchases or attend training.