

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

**CAMPUS VENUE COORDINATOR  
SALEM ALLIANCE CHURCH**

Department: Administration  
Supervisor: Director of Facilities & Operations  
Supervises: None  
Volunteers: Recruits, Directs, Encourages, Supports  
Exempt Status: Non-Exempt  
License Requirement: No

**GENERAL STATEMENT OF DUTIES:** Within the mission statement of Salem Alliance Church and under the supervision of the Administration department, the Campus Venue Coordinator provides ministry support and leadership for the scheduling and reservation of meeting spaces on campus.

**DISTINGUISHING FEATURES OF POSITION:** The Campus Venue Coordinator provides administrative support to the Director of Facilities & Operations and collaborates with members of the Administration department. This position is critical to the smooth functioning of Broadway Commons. This position is differentiated from the lower level position of Ministry Assistant in that the Campus Venue Coordinator may supervise other support staff and may be responsible to recruit, develop and direct the work of individual volunteers as well as volunteer teams. This position is differentiated from the Executive Assistant who provides support to the Lead Pastor, Governing Board and Elder Council, supervises front desk staff, and has greater financial responsibilities.

**CORE JOB FUNCTIONS:** An employee in this classification shall perform Core Job functions as outlined below. However, these core 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. Community Event Intake & Guest Services**

- Serves as the primary point of contact for all community inquiries related to renting event space at Broadway Commons.
- Promotes the vision of Broadway Commons - A place where Church, Community, and Commerce meet.
- Responds to event inquiries with accurate and timely information, providing guidance on venue availability, space options, amenities, and determining associated rental costs based on event details and building use policies.
- Leads the intake, evaluation, and approval process for event inquiries, utilizing the eSpace event scheduling system, and aligning space usage with the values and vision of Salem Alliance.
- Builds strong relationships with external customers and organizations, serving as a hospitality-minded liaison from inquiry to event completion.

## **2. Event Logistics**

- Manages the pre-event process, gathering all logistical details for room setup, tech needs, and hospitality expectations.
- Partners with facilities and coffeehouse teams to ensure spaces are clean, prepared, and welcoming for each event.
- Coordinates with support teams to set up furniture, signage, and supplies as needed, occasionally assisting with light setup during evening or weekend events.
- Provides on-site walkthroughs and support, ensuring setup matches event plans and hospitality standards.
- Monitors furniture, fixtures and decor for necessary cleaning, repairs or upgrades on a regular basis.
- Ensures that every event reflects Broadway Commons hospitality and professionalism, proactively solving issues and anticipating needs to enhance guest experience.
- Promotes Broadway Commons as an arm of hospitality for Salem Alliance Church, seeking opportunities to extend invitations to the church for guests of Broadway.

## **3. Technology & Scheduling Systems Management**

- Manages the eSpace scheduling system with accuracy, ensuring rooms, event details, and updates are correctly processed and communicated.
- Provides basic AV setup and troubleshooting for microphones, projectors, screens, and lighting to support successful event execution.
- Coordinates with the Salem Alliance tech team and IT leadership for equipment repairs, upgrades, and infrastructure needs.
- Oversees event signage and in-building digital communications to ensure visibility and smooth event flow.
- Maintains detailed and accurate event logistics and tech-related data, supporting internal coordination and guest experience.

## **4. Event Communication & Operations**

- Communicates professionally and promptly across email, phone, and in-person conversations, managing and responding to all event-related inquiries.
- Builds and maintains strong relationships with community partners, tenants, and recurring users of Broadway Commons.
- Keeps event information up-to-date in eSpace and on digital and physical signage throughout the building.
- Conducts site tours with prospective renters as needed, occasionally during evenings or weekends.
- Maintains accurate records of bookings, customer communications, and event details for internal reference.
- Oversees the Broadway Commons lost and found and assists visitors accordingly.
- Serves as a hospitality-minded liaison, ensuring that guests feel welcomed and supported from first inquiry to event conclusion.
- Provides clear event instructions and follow-up, ensuring all stakeholders are aligned on expectations.

- Integrates Broadway Commons into the Salem Alliance Church vision seeking peace for our city; promotes The Upper Room as a place of peace open to the public.

## **5. Financial Coordination & Reporting**

- Oversees the invoicing and payment process for all external events, ensuring billing is timely, accurate, and client-friendly.
- Tracks client payments, follows up on outstanding invoices, and addresses any billing questions.
- Maintains clear communication with clients to ensure financial processes are smooth and well-documented.
- Fields and resolves payment-related questions with professionalism and clarity.
- Tracks and reports building usage trends, inquiries, and event types to inform broader strategic planning for the space.

**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. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
3. Work collaboratively with other staff members and departments
4. 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 equivalent of three years’ full-time experience in a church or non-profit office position; experience related to the position’s ministry area is desired, or a combination of education and experience.

### **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: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment in a classroom, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, or crouch. The employee must have the physical stamina to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evening, weekend or holiday services/meetings, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

**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 indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may climb ladders or use step stools to retrieve and store materials. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee is required to work closely with and gain the cooperation and involvement of a diverse group of people from various cultures and various personal habits.