

## **Furniture Bank Coordinator**

*Salem Alliance Church | Salem, Oregon*

**Status:** Temporary/Part-Time/Hourly (Non-Exempt)

**Reports to:** Pastor of Neighborhood

**Work Schedule:** 15 hours a week, onsite, Mondays, Tuesdays, and Wednesdays, and occasional weekends

**Compensation:** \$25 per hour

**Benefits:** This temporary part-time position is not eligible for benefits.

### **Position Summary**

The Furniture Bank Coordinator supports the vision of the Nations & Neighborhoods department by managing the daily operations of the Furniture Bank, a ministry that redistributes donated furniture to individuals and families in need. This role combines administrative coordination, community partnership, volunteer support, and a heart for hospitality.

The ideal candidate is organized, relational, and passionate about seeing tangible needs met through practical acts of service. Working closely with volunteers, donors, and community members, the Coordinator ensures that the Furniture Bank operates smoothly, efficiently, and with compassion.

### **Core Job Functions**

#### **1. Administration**

- Maintain systems for tracking inventory, data, guest follow-up, and volunteer scheduling
- Manage the Amazon Wishlist and community-based donation sourcing

#### **2. Communications**

- Coordinate weekly communication with the Delivery Coordinator to ensure timely fulfillment
- Maintain volunteer team communication and engagement

#### **3. Management & Development**

- Oversee donation hours, warehouse inventory, and upkeep of supplies
- Assess incoming donations for quality and suitability
- Support volunteers; help foster a positive volunteer environment

#### **4. Hospitality**

- Answer phone calls, screen guests, and coordinate furniture matches
- Communicate with donors regarding drop-offs and pickups
- Schedule guest appointments and facilitate in-person shopping experiences

### **Ministry Values & Role Characteristics**

We believe ministry extends beyond logistics—it's relational, intentional, and shaped by the heart of Jesus. The Furniture Bank Coordinator will embody the following values:

- **Service-Oriented:** Approaches guests and volunteers with dignity, compassion, and attentiveness
- **Organized & Detail-Oriented:** Keeps systems running smoothly and adapts to changing needs
- **Collaborative:** Works well with staff, volunteers, and community partners
- **Spiritually Grounded:** Reflects the mission and values of Salem Alliance Church in both heart and action
- **Resourceful:** Able to navigate complex logistics with flexibility and care

### **Preferred Position Requirements**

- Completion of High School Diploma or GED
- Experience in administrative coordination, warehouse management, or community outreach is preferred
- Strong organizational, communication, and interpersonal skills
- Valid driver's license with safe driving record and ability to obtain Oregon license within 3 months
- Agreement with the theology, mission, and values of Salem Alliance Church
- Regular attendance at Salem Alliance services; partnership required within 3 months of hire
- Spanish or ASL proficiency is helpful, but not required

### **Physical, Emotional & Mental Demands**

This role requires physical mobility, including lifting up to 70 pounds, moving furniture, and working in a warehouse environment. The employee must be able to operate office equipment, climb ladders or step stools, and work flexible hours as needed—including weekends or holidays.

The position also requires emotional and mental alertness, adaptability, and the ability to multitask in a dynamic environment. Relational sensitivity and professionalism are essential when interacting with vulnerable guests and volunteers.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

### **Work Environment**

Work is primarily performed on-site in the Furniture Bank warehouse, which includes physical tasks, indoor and outdoor spaces, and movement across the church campus. Some off-site driving may be required. The environment is highly collaborative, service-driven, and mission-focused.

*Note: These descriptions provide a general overview and may not capture every detail of the physical or environmental requirements involved in a specific ministry area.*