



Position: Grace Rentals Coordinator

Reports To: Director of Operational Logistics

Purpose Statement: To help people live Jesus-centered lives by marketing, coordinating, and facilitating the ongoing rentals of our facilities - providing a valuable resource for our community, welcoming new people to Grace Fellowship, and generating additional revenue to support the ministry.

Employment Status & Hourly Requirements: Part-Time (28 hours per week)

Key Responsibilities

- Coordinate all aspects of facility rentals for both customers and Grace Fellowship.
- Manage the rentals calendar in eSPACE, ensuring accurate scheduling, resource allocation, and clear communication across teams.
- Prepare and finalize all rental proposals, contracts, invoices, and payments promptly and accurately.
- Collaborate with ministries and campuses to align external events with internal ministry priorities.
- Develop and implement ongoing marketing strategies to promote Grace Fellowship's facilities as a community resource.
- Evaluate and improve systems, processes, metrics, rate sheets, website content, and contracts related to facility rentals.
- Lead, train, and support the Rentals Specialist in carrying out their responsibilities.
- Perform other duties as assigned.

Requirements & Qualifications

- Passion for the local church and its mission to reach the community for Jesus.
- Models and teaches Grace Fellowship's Staff Code values: **Hungry, Healthy, and Humble.**
- Demonstrates a personal love for Jesus, commitment to biblical truth, integrity, and a lifestyle that reflects Jesus-centered living.
- Commitment to Grace Fellowship's Statement of Faith and partnership expectations.
- Strong interpersonal, communication, and organizational skills.
- Ability to collaborate effectively across multiple facilities and teams.
- Able to work evenings and weekends as needed.
- Ability to lift and move items up to 50 lbs.