

SENIOR ADMINISTRATIVE COORDINATOR

Overview:

The Senior Administrative Coordinator provides high-level, proactive administrative and ministry support to both the Senior Pastor and the Senior Director, Ministry Services. This role exists to increase the effectiveness, focus, and pastoral presence of the Senior Pastor, while also strengthening the operational, strategic, and ministry-support functions overseen by the Senior Director, Ministry Services. The ideal candidate is organized, proactive, relational, and committed to serving the mission of Eastbrook Church with excellence and confidentiality.

Role Objectives:

- Enhance the leadership capacity of the Senior Pastor by managing communication, scheduling, ministry workflow, and administrative details.
- Strengthen the organization and effectiveness of the Ministry Services department through high-level administrative support to the Sr. Director, Ministry Services.
- Support ministry-wide alignment through clear communication, calendaring, preparation, and coordination across teams.
- Represent the Senior Pastor and the Sr. Director with professionalism, pastoral sensitivity, and Christ-centered character in all interactions.

Employment Information:

This is a full-time, exempt position with benefits; must maintain regular, though flexible, office hours as well as occasional Sunday mornings, weekend, or evening hours.

Reports to:

Sr. Director, Ministry Services

Responsibilities:

Executive & Administrative Support (Senior Pastor + Sr. Director)

- Manage complex calendars, including internal meetings, pastoral care appointments, staff meetings, ministry reviews, off-site commitments, and leadership team gatherings.
- Prepare documents, presentations, agendas, reports, and ministry materials.
- Draft correspondence and internal communication.

Ministry Operations & Leadership Support (Sr. Director, Ministry Services focus)

- Assist in annual audits, workflows, deadlines, planning cycles, and capital campaign projects.
- Maintain and update ministry calendars and documentation systems.
- Prepare materials for training, staff meetings, retreats, reports, and department resources.
- Assist with planning and logistics for church-wide programs.

Pastoral Support & Communication (Senior Pastor Focus)

- Serve as liaison between the Senior Pastor and staff, congregants, Church Council, Elders, and partners.
- Manage communication and coordination with the Church Council and Elders.
- Coordinate appointments, and community engagement, as needed.
- Manage coordination of travel which may include other pastors, as needed.
- Process expense reports and track budget-related administrative items.

Sunday On-Site Support

- Be present on Sundays to support ministry needs, as needed
- Assist during peak seasons such as Christmas, Easter, and MissionsFest, as needed.

Special Projects & Leadership-Level Tasks (Sr. Director, Ministry Services focus)

- Manage confidential assignments.
- Assist with ministry initiatives spanning multiple departments.
- Conduct research, gather data, and prepare audit reports.
- Support personal logistics when appropriate.

Qualities and Qualifications:

- Strong administrative and organizational abilities.
- Ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality.
- High proficiency with Microsoft 365 (Word, Excel, PowerPoint, Teams).
- Experience supporting senior leadership; ministry context preferred.
- Bachelor's degree in communication, ministry, administration, or related field preferred.
- 3–5+ years administrative or Pastoral Assistant experience preferred.
- Familiarity with church ministry rhythms and leadership structures preferred.
- Ability to think ahead and solve logistical challenges preferred.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"* (Revelation 7:9-10)

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.