



DAMASCUS

NEW MISSION OPPORTUNITIES

A Damascus Missionary is called to live a Jesus-Centered, Mission-Focused, Joy-Filled, Obedient, Toilet Plunger lifestyle.

Open Mission Staff positions are listed below. Please access our Mission Staff application [HERE](#).

All questions regarding the application process may be forwarded to Brooke Hatch at brooke@damascus.net.

WHAT DOES IT MEAN TO BE A DAMASCUS MISSION STAFF MEMBER?

The Call To Lay Ecclesial Ministry: Damascus is a lay ecclesial movement. We are a community of missionaries seeking to bring revival to the Catholic Church. Those who are called into this missionary endeavor have been called by God and have freely responded to that invitation with a generous “yes.” *This missionary call is not simply a job, but rather, more properly understood as a vocational calling - a particular way to live holiness and mission in the life of the Church today.* A vocation is not something you clock in and clock out of, rather, it’s an invitation that is responded to with the whole of your life. (for further reading, reference JPII’s [Christifideles Laici](#) and the USCCB’s [Co-Workers in the Vineyard](#))

An Integrated Healthy Lifestyle: As a missionary community, we want to burn brightly without burning out. We strive to live a healthy life where family, community, sabbath, and personal passions and dreams are fully integrated with an “all in” mentality for the sake of advancing the Kingdom of God. As missionaries, we should avoid at all times a mindset that would “count the cost,” understanding that some seasons in our way of life call for heavier schedules than other seasons.

A Missionary Community: A missionary call will demand a portion of your life in a way a job would not, and so, as a community, we are committed to the mission and the communal life we are called to, not merely the job function we are assigned. This means some times throughout the year, even if your job responsibilities don’t require it, you may be asked to be at functions for the sake of our community time together.

One Missionary Body, Many Parts: Each member of this community serves the mission in different ways. Some members have mission positions that are more easily structured with set

hours and balanced weeks, while others have mission positions that require random hours and unbalanced weeks. Some members have mission positions that are inward facing and require more time on campus, while other members have mission positions that are outward facing and require more time off campus. As one body, we have many parts. No matter the mission position, careful attention should be given not to compare oneself with others. Additionally, every job function within the community should be seen as valuable missionary work. The franciscan who cooks for his community or the benedictine who maintains the grounds for the abbey are no less religious than those with more public ministry responsibilities.

ADVANCEMENT DEPARTMENT

- Full-Time Missionary Mission Support Raising (MSR)
Advisor

ADVANCEMENT

Position: Full-Time Missionary Mission Support Raising (MSR) Advisor

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Advancement

Position Summary:

The MSR Advisor is a hands-on assistant, who has two critical areas of responsibility – 1) the pastoral accompaniment/advising of all Damascus missionaries (1st- and 2nd-year missionaries and Mission Staff) in their MSR process and 2) the stewardship and service of our missionaries' mission support teams. In achieving these ends, the MSR Advisor ensures that every Damascus missionary experiences long-term success in their MSR efforts.

All positions within the MSR Subdepartment will be expected to attend the SRS Conference every 18 months, for ongoing training and networking.

Key Results Areas:

1. MSR Coaching for Full Time Missionaries
2. MSR Time and MSR Days
3. Mission Partner Relations/Communication (including Newsletters, Seasonal Mailings, Offboarding and Transitioning Teams, etc.)
4. Managing and Collecting Testimonial Database
5. Mission Support Gifts (including Reconciliations, Databasing, and Maintenance)
6. MSR Materials and Resources
7. Meet MSR Need

SUMMER: *This position does not have a CYSC summer assignment.*

Start Date: May 2026

MISSION AWARENESS

- Special Projects Coordinator
- Communications Coordinator
 - Social Media Manager
 - Digital Designer
 - Videographer
- Damascus Worship Associate

MISSION AWARENESS

Position: Special Projects Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Mission Awareness (Brad Pierron)

Position Summary:

The Special Projects Coordinator works daily alongside the Director of Mission Awareness, helping to manage the administration, project coordination, and external bookings within Mission Awareness. This position will support the Director of Mission Awareness in attending to the highest priorities within the department.

Key Results Areas:

1. Administrative Assistance (Mission Awareness Schedule, Communication Points, Budget, etc.)
2. Coordination for Conference Bookings
3. Coordination for Individual Worship Bookings
4. Coordination for Presenter/Speaker Bookings
5. Special Assistance for Teams within Mission Awareness

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSION AWARENESS

Position: Communications Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Assistant Director of Marketing (Hannah Cote)

Position Summary:

The Communications Coordinator is a critical member of the Marketing team, and is responsible for the cohesion of all communication points for Damascus – working with various teams to communicate Damascus with one voice.

Key Results Areas:

1. LMA (1)
2. Marketing & Communications Calendar
3. Email Management (Strategy, Databasing, and Delivery)
4. Email, Product, Campaign, Social Media, and Digital Product Copy
5. Damascus Press Coordination

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSION AWARENESS

Position: Social Media Manager

Position Type: Full-Time, Mission Staff Missionary

Reports to: Assistant Director of Marketing (Hannah Cote)

Position Summary:

The Social Media Manager works closely with the members of the Marketing team, with a focus on implementation of vision and strategy throughout our social media platforms. This position will maintain primary accountability for the execution of the social media content calendar and the advancement of the Damascus family of brands via all social media channels.

Key Results Areas:

1. LMA (*Freelancers*)
2. Social Media Coordination
3. Social Media Team Management
4. Brand-Specific Deliverables
5. Collaboration (both Intraorganizational and Interorganizational)

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSION AWARENESS

Position: Digital Designer

Position Type: Full-Time, Mission Staff Missionary

Reports to: Head of Design (Robby Girmann)

Position Summary:

The Digital Designer is a key contributor on the Design team, providing expertise that conceptualizes, designs, and implements strategic visual components for Damascus's digital ecosystem (socials, YouTube, The Damascus Podcast, The Damascus App, Damascus Worship, etc.). Additionally, this role involves content capture, content inventory, and asset management, ensuring an organized/accessible repository of content assets for efficient use.

Key Results Areas:

1. Digital Design Projects (including Video Thumbnails)
2. Motion Design Projects
3. Digital Design Archiving
4. Select Capture and Archiving

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSION AWARENESS

Position: Videographer

Position Type: Full-Time, Mission Staff Missionary

Reports to: Head of Production (David Szolosi)

Position Summary:

The Videographer is a critical element of the Production team, focusing on capturing, editing, and crafting visually engaging and polished content and actively participating in the creation process from concept to execution. This position will ensure the quality of our video projects and will commit to the development and integration of future media talent through its assistance with media missionaries. Additionally, the Videographer will assist the Head of Production in stewarding our state-of-the-art video and video editing equipment.

Key Results Areas:

1. Video Capture / Filming
2. Video Editing
3. Video/Livestream Production
4. Video Gear Stewardship and Management
5. Media Missionary Assistance

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSION AWARENESS

Position: Damascus Worship Associate

Position Type: Full-Time, Mission Staff Missionary

Reports to: Head of Worship (MarySarah McBride)

Position Summary:

The Damascus Worship Associate is a diverse position that combines the universal responsibilities of worship leadership, songwriting, and missionary coaching with more case-specific responsibilities. Primarily, this position will assist the Worship Director and Worship Department Manager in coordinating and running worship events throughout the year (including our prayer room).

More case-specific responsibilities include, but are not limited to: administration; pre-production assistance; a/v assistance; worship leader development; building relationships with parishes, universities, and other ministries; booking an event schedule through the year; coordinating logistics leading up to the event; and following up with contacts from previous events.

Key Results Areas:

1. Worship Leadership
2. Songwriting
3. Missionary Coaching
4. *Case-Specific Responsibilities*

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

MISSIONARY DEPARTMENT

- Human Resources Manager
- Human Resources Assistant
- Pastoral Resource Coordinator (Male)
 - Missionary Coordinator (Male)

MISSIONARY

Position: Human Resources Manager

Position Type: Full-Time, Mission Staff Missionary

Reports to: Missionary Director (Monica Richards)

Position Summary:

The Human Resources Manager serves as a strategic and operational leader responsible for designing and implementing comprehensive people strategies that advance the mission, culture, and long-term objectives of Damascus. This role ensures that every aspect of the employee and volunteer experience — from recruitment and onboarding to leadership development and retention — reflects both organizational excellence and the Christ-centered values of Damascus.

The Manager will establish and uphold best-in-class HR practices that attract, develop, and retain high-performing, mission-aligned talent; foster a culture of accountability, inclusion, and belonging; and ensure legal compliance and operational efficiency across all HR systems. Serving as a trusted advisor to the Executive Leadership Team, this leader will champion initiatives that build organizational health, drive employee engagement, and strengthen the alignment between people, performance, and purpose across all campuses and ministries of Damascus.

Key Results Areas:

1. Culture and Mission alignment
 - a. Promote a culture that values people as the heart of Damascus' mission
 - b. Integrate Catholic identity and Damascus charism into HR policies and training
 - c. Foster unity, inclusion, and collaboration among staff, missionaries, and volunteers.
2. Strategic leadership and Organizational Development

- a. Provide direction and leadership to ensure HR policies and practices support organizational strategy and EOS structure.
- b. Serve as a thought partner with Missionary Dept director, and executive leadership for workforce planning, talent development, and succession management.
- c. Build systems that scale with Damascus' growth across multiple sites (Centerburg, Emmitsburg, etc.).

3. Employee and Volunteer Relations
 - a. Ensure equitable treatment and alignment with organizational values in all HR processes.
 - b. Maintain healthy employee and volunteer relations through proactive engagement, conflict resolution, and timely communication.
4. Compensation, Benefits & Wellness
 - a. Oversee payroll and benefits administration within budgetary guidelines.
 - b. Conduct market analyses to ensure competitive and equitable compensation.
 - c. Promote employee wellness, work-life balance, and access to pastoral or counseling resources.
5. Compliance and Risk Management
 - a. Ensure compliance with labor laws, diocesan policies, and best practices for nonprofit and ministry operations.
 - b. Maintain accurate HR documentation and reporting for audits, grants, and insurance.
 - c. Oversee risk management related to employee and volunteer activities

SUMMER: Realign focus of department priorities to support other dept Summer Camp assignments

Start Date: As soon as possible

MISSIONARY

Position: Human Resources Assistant

Position Type: Full-Time, Mission Staff Missionary

Reports to: Missionary Director (Monica Richards)

Position Summary:

The Human Resource Assistant is a contributing member of the three member management team of the Damascus Missionary Department. Although the responsibilities of this position would require some direct contact, much of the day to day work revolves around the development of processes that support the missionary lifecycle and employment at Damascus, from onboarding to offboarding, celebration and discipline.

Key Results Areas:

1. Missionary Hiring/Firing/Onboarding/Offboarding/Leave administration and communication
2. Missionary Record Keeping Administration
3. Employment Requirements and Accountability
4. Organizational communications and Administration

SUMMER: Realign focus of department priorities to support other dept Summer Camp assignments

Start Date: May 2026

MISSIONARY

Position: Pastoral Resource Coordinator (PRC) - Male

Position Type: Full-Time, Mission Staff Missionary

Reports to: Missionary Director (Monica Richards)

Position Summary:

The Pastoral Resource Coordinator is a member of the Missionary Care team within the Missionary Department, and is responsible for the oversight of all pastoral care offered to both the summer missionary and the full-time missionary programs. In addition to these responsibilities, this position handles any missionary situations that transcend the competency or comfort of the staff director or pastoral leader.

Key Results Areas:

1. Coordination and training of Pastoral Leaders
2. Basic Pastoral Care of Missionaries and staff (including Pastoral Remediation)
3. Missionary Resources (Pastoral, Counseling, Inner Healing, Spiritual Direction, etc.)

SUMMER: Realign focus of department priorities to support other dept Summer Camp assignments

Start Date: May 2026

MISSIONARY

Position: Missionary Coordinator (MC) - Male

Position Type: Full-Time, Mission Staff Missionary

Reports to: Missionary Director (Monica Richards)

Position Summary:

The Missionary Coordinator is a member of the Missionary Care Team and is responsible for assessing the pulse of, and maintaining the culture within, the two-year Academy. This individual is the point person for care, support, direction and counsel for men in the Academy. This person is the “boss” of the missionaries within the program and is very active and present within the missionary community.

Key Results Areas:

1. Direct accountability for Missionaries (including Semesterly Feedback/Coaching Meetings)
2. Missionary Community (Household Events, and Other Community Events)
3. Passport Documentation (Communal Assessments, Dream Day, coaching notes)
4. Supervisor of Household leaders
5. Day-to-Day Missionary Schedule (including Sickness, Bereavement, and Other Scheduling Conflicts)
6. Missionary Small Group Administration

SUMMER: Realign focus of department priorities to support other dept Summer Camp assignments

Start Date: May 2026

OPERATIONS DEPARTMENT

- Facilities Associate (OH)
- Lead Facilities Associate (OH)
- Facilities Associate (SL)

OPERATIONS

Position: Facilities Associate

Position Type: Full-Time, Mission Staff Missionary

Reports to: Facilities Manager (Kevin Suain)

Position Summary:

The Facilities Associate will report to the Facilities Manager at the National Headquarters. This person will be accountable for, but not limited to, caring for the grounds and facilities at Damascus. Additionally, the Facilities Associate will work on a team with the Facilities Manager and other Associates. When necessary, this team of four will split into teams of two to address multiple areas at once. When applicable, the Facilities Associate will participate in completion of small onsite projects. A positive attitude, collaborative mindset, eagerness to learn, and diligent work ethic are critical to the success of this role.

Key Results Areas:

1. Lawn Care and Weed control
2. Routine Facilities Maintenance
3. Organization and Maintenance of Tools and Equipment
4. Vehicle Care, Repair, and Maintenance

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

OPERATIONS

Position: Lead Facilities Associate

Position Type: Full-Time, Mission Staff Missionary

Reports to: Facilities Manager (Kevin Suain)

Position Summary:

The Lead Facilities Associate will report to the Facilities Manager at the National Headquarters. This person will be accountable for, but not limited to, caring for the grounds and facilities at Damascus. Additionally, the Facilities Associate will work on a team with the Facilities Manager and other Associates. When necessary, this team of four will split into teams of two to address multiple areas at once. This person will oversee one of those small teams. When applicable, the Facilities Associate will participate in completion of small onsite projects. Base skills in electrical, carpentry, plumbing, and HVAC are highly desired for this position

Key Results Areas:

1. Work order management and execution
2. Parts and supplies ordering
3. Organization and Maintenance of Tools and Equipment
4. Vehicle Care, Repair, and Maintenance

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: May 2026

OPERATIONS

Position: Facilities Associate (Summit Lake)

Position Type: Full-Time, Mission Staff Missionary

Reports to: Facilities Director (TJ Froemsdorf)

Position Summary:

The Facilities Associate will report to the Facilities Director at the Summit Lake Property. This person will be accountable for, but not limited to, caring for the grounds and facilities at Damascus Summit Lake. Additionally, the Facilities Associate will work on a team with the Facilities Director. When applicable, the Facilities Associate will participate in completion of small onsite projects. A positive attitude, collaborative mindset, eagerness to learn, and diligent work ethic are critical to the success of this role.

Key Results Areas:

1. Lawn Care and Weed control
2. Routine Facilities Maintenance
3. Organization and Maintenance of Tools and Equipment
4. Vehicle Care, Repair, and Maintenance

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: August 2026

PROGRAM DEPARTMENT

- Program Associate
- Hospitality Coordinator

PROGRAM

Position: Program Associate

Position Type: Full-Time, Mission Staff Missionary

Reports to: Program Manager

Position Summary:

The Program Associate position is another key member of the program function of the Program Department. This position will focus on year round and summer programming through means of leadership oversight, program execution, leadership development, and program creation as key aspects of their position. Serving under the direction of the Program Manager, this person will work in collaboration with other department leaders supporting world-class planning, coordination, and execution of our on-site programs.

Key Results Areas: **to be formally finalized based on department personnel.**

1. Program (Retreat) Leadership
Oversight/Coaching/Creation/Quality Control
2. Empower Conference Co-Coordinator
3. Youth Leadership Institute Program Coordinator

SUMMER: Summer Camp Assignment (Program Leadership)

Start Date: May 2026

PROGRAM

Position: Hospitality Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Programming (Ben Huber)

Position Summary:

The Hospitality Coordinator position carries the mission of inviting our external contacts to experience Damascus as a pilgrimage site on retreat. This position is focused on providing world-class bookings, coordination, and hosting experience for all of our hospitality retreats on-site. In addition, they take on the key priorities of our adult leaders' coordination in the summer season, the development of our missionary leaders overseeing our chaperone hosts and hospitality leads, along with overseeing this key function of Hospitality in the program department as a visionary growth opportunity here on-site with our vacant facilities and as we expand to other regional sites providing hospitality ministry.

Key Results Areas:

1. LMA
2. Leadership of Hospitality Leads & Chaperone Hosts
3. Bookings, Coordination, and Hosting of on-site Hospitality retreat experiences
4. Strategic and Vacant Sales and Marketing Plan for Special Events, Corporate Retreats for Church and Business circles

SUMMER: Damascus Summer Camps Adult Leader Experience Coordinator

Start Date: May 2026

EXPANSION DEPARTMENT

NATIONAL SALES

- Customer Service Coordinator
- Main Campus Sales Coordinator

RECRUITING

- Missionary Recruiter

NATIONAL SALES

Position: Customer Service Associate

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Expansion (Noah Gilchrist)

Position Summary:

The Customer Service Associate prepares and assists in the online registration process for all individual-registration camps and retreats (Damascus Summer Camps, Winter Camps, Empower, etc.). This position assists in direct communication with participants prior to the camp/retreat, including fielding questions via phone and email, managing updates to reservations, and communicating pre-retreat information to participants. This position also assists in ensuring a welcoming and orderly front desk environment at the Damascus Office Headquarters.

Key Results Areas:

1. Individual Customer Service (email, phone)
2. Customer Communications System/Calendar
3. Retreat/Camp Check-in
4. Ordering and maintaining inventory of office supplies
5. Front Desk Responsibilities

Summer: Reallocation of team resources to support Summer Camp priorities or Summer Camp Assignment

Start Date: May or August 2026

NATIONAL SALES

Position: Main Campus Sales Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director Of Expansion (Noah Gilchrist)

Position Summary:

The Main Campus Sales Coordinator is responsible for the creation and execution of a sales strategy to ensure that Winter Camps, Men's & Women's Retreats, & EMPOWER are filled to the capacity that the Director of Expansion and the Damascus board have agreed upon. The Main Campus Sales Coordinator will work alongside the Director of Expansion to create this sales strategy. The Main Campus Sales Coordinator will also create, organize, and execute the tracking systems necessary to ensure that all pre-orders and contracts used to fill each program are signed, accounted for, and stored properly.

Key Results Areas:

1. Winter Camp Sales
2. Men's & Women's Retreat Sales
3. EMPOWER Conference Sales
4. Program Pre-Order Process Execution
5. Program Pre-Order Systems Set-Up & Contract Oversight

Summer: Summer Camp Assignment

Start Date: May 2026

RECRUITING

Position: Missionary Recruiter

Position Type: Full-Time, Mission Staff Missionary

Reports to: Recruiting Director (Emily Knuth)

Position Summary:

The Missionary Recruiter is an on-the-go position within the Recruiting team, with its primary focus being the number of missionary-aged young adults reached (especially men). This position will be involved in all campus visits, recruiting trips, Awaken Nights, and conferences and will be responsible for a portion of the programmatic/presentational realities involved in such trips. After the on-the-ground recruiting season concludes, the Missionary Recruiter will be actively involved in the onboarding process for missionaries. In addition to these practical responsibilities, this position will also be responsible for the formation and care of a to-be-determined number of campus ambassadors.

Key Results Areas:

1. Missionary Interest
2. Prospective Missionary Contacts
3. Application ID-To-Application Conversion Of Potential Missionaries
4. Recruiting Team Promo Materials (Packing for Each Trip)
5. Campus Ambassador Program Coordination

Summer: Reallocation of team resources to support Summer Camp priorities or Summer Camp Assignment

Start Date: August 2026