



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 JP II'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.

EXECUTIVE

- Executive Assistant

EXECUTIVE

Position: Executive Assistant

Position Type: Part-Time (20-30 hrs), Mission Staff Missionary

Reports to: Executive Directors (Aaron Richards & Dan DeMatte)

Position Summary:

The Executive Assistant position provides high-level administrative support to senior leadership, managing schedules, communications, and priorities to maximize executive effectiveness. They act as a trusted partner, handling confidential information, coordinating meetings and travel, and ensuring follow-through on key initiatives. The role requires strong organizational skills, discretion, and the ability to anticipate needs and solve problems proactively. The Executive Assistant will serve as a central point of coordination for the Executive Directors across work with other directors or their teams, helping align workflows and keep operations running smoothly, as well as helping to prepare Executives for board meetings.

Key Results Areas:

1. Executive Administrative Support including: calendar scheduling and oversight, proactive scheduling of executive meetings, front line management of email inboxes, basic receipt management, planning executive trips.
2. Preparation for Organizational Meetings including: Quarterly Board Meetings, Quarterly Leadership Offsites, and rare Special Executive Events.
3. Availability for Executive Special Projects that there are no other staff members who have that assigned responsibility.
4. Executive Brand Management and Marketing Assistance: Proactive marketing for executive public

speaking/consulting; booking, contracts, and invoices for public speaking events, social media and social platform maintenance, potential oversight of executive content calendar.

5. Personal support for Executives as needed

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: ASAP

OPERATIONS DEPARTMENT

- Facilities Associate (SL)
- Facilities Director (GL)
- Facilities Associate (GL)
- Office & Bookings Coordinator

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

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Start Date: ASAP

OPERATIONS

Position: Facilities Director (Great Lakes)

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Operations (AJ D'Angelo)

Position Summary:

The Facilities Director will work with the Facilities team at the Damascus Great Lakes Property in Brighton, Michigan in stewarding the property and facilities at Damascus to prepare a world-class guest experience and an environment of encounter. Particular responsibilities include but are not limited to the care of the property and facilities through lawn care and routine maintenance, vehicle maintenance and cleanliness, and management of tools and equipment.

Key Results Areas:

1. Leadership, Management, and Accountability for Facilities Team
2. Property Management
3. Special Projects
4. Land/Facility/Vehicle Maintenance
5. Fire/Utility Safety

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: ASAP

OPERATIONS

Position: Facilities Associate (Great Lakes)

Position Type: Full-Time, Mission Staff Missionary

Reports to: Facilities Director (Great Lakes)

Position Summary:

The Facilities Associate will report to the Facilities Director at the Damascus Great Lakes Property in Brighton, Michigan. This person will be accountable for, but not limited to, caring for the grounds and facilities at Damascus Great Lakes Property. 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: ASAP

OPERATIONS

Position: Office & Bookings Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Operations (AJ D'Angelo)

Position Summary:

The Office and Bookings Coordinator (OBC) will report to the Director of Operations at the National Headquarters. This person will be accountable for the environments and supplies of all of the office environments at Damascus Headquarters; coordinating hospitality bookings up to the point of group arrival; and assistance of the customer service team, with basic calls and emails. Additionally, the OBC will serve as the primary person overseeing front desk responsibilities such as gate access and mail. A positive attitude, collaborative mindset, eagerness to learn, and diligent work ethic are critical to the success of this role.

Key Results Areas:

1. Office Management - Maintain a welcoming, well-supplied, and orderly office environment, including front desk
2. Coordinate Bookings - Coordinate hospitality bookings, space reservations, and related guest communications
3. Customer Service - Provide simple front-line customer service coverage (FAQs, simple account fixes) and support office management, including decor purchasing

SUMMER: Reallocation of team resources to support Summer Camp priorities

Start Date: ASAP

PROGRAM DEPARTMENT

- Hospitality Coordinator

PROGRAM

Position: Hospitality Coordinator

Position Type: Full-Time, Mission Staff Missionary

Reports to: Director of Programming (Ben Huber)

Position Summary:

The Hospitality Coordinator is responsible for providing a world-class bookings, coordination, and hosting experience for all hospitality retreats (rentals) on-site. As Damascus' facilities expand locally and nationally, this person will be instrumental in implementing a strategy to grow this aspect of our mission.

This role also oversees the coordination of all adult leaders/chaperones who accompany campers to summer camp and to retreats during the year, and will be responsible for training and developing missionaries in hosting roles. During the summer this requires daily on-site presence during Summer Camp with a high degree of relational investment in Adult Leaders and oversight of the missionary team, while school-year involvement is less hands-on with more administrative focus.

In addition to a heart for hospitality and strong relational and leadership skills, this person should be highly organized, an effective communicator, comfortable taking initiative and advocating for a unique aspect of the mission, and able to collaborate well with many facets of the organization.

Key Results Areas:

1. School Year: Facilitate a world-class chaperone experience at parish and school retreats
 - a. Coordinate communication before & after in collaboration with Sales Liaisons
 - b. Train and manage missionary Chaperone Hosts
2. Year-Round: Facilitate a world-class experience for hospitality retreats (rentals)

- a. Coordinate booking process and communication for all rental groups from initial interest to feedback and rebooking
 - b. Maintain calendar of availability in collaboration with program department
 - c. Train and manage missionary Hospitality Leads
 - d. Train all missionaries in culture, mission, and practicals of hospitality
 - e. Assign missionary roles (in collaboration with program and missionary departments) and communicate expectations to all missionaries for each event
3. Work with Sales and Marketing departments to develop a sales and marketing strategy to increase bookings at facilities in Ohio and nationally in accordance with Executive vision

SUMMER: Facilitate a world-class Adult Leader experience at all Summer Camp locations

- a. Coordinate all communication before & after Summer Camp
- b. Collaborate with Priest & Religious Coordinator and Program leadership to design schedule, steward spaces, and determine lodging
- c. Daily on-site presence and investment in Adult Leaders at Main Campus, including facilitating small groups
- d. Oversee 2-3 missionary hosts at Main Campus
- e. Train and remotely oversee hosts in regional camps

Start Date: ASAP

EXPANSION DEPARTMENT

- Customer Service Associate

EXPANSION DEPARTMENT

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: ASAP