



HERITAGE

Ministry & Service Ambassador Coordinator

Full-Time

Heritage

Heritage is a revitalized Catholic settlement in Sharon, GA, offering a sacred destination of history, beauty, and faith. Located in Taliaferro County, our 200-acre retreat, historic Church, and sacred cemeteries provide a space for profound spiritual renewal and community connection. The Heritage team works together to create a peaceful environment for retreats, workshops, and events where guests can seek, find, and renew faith while escaping daily distractions.

Job Description:

The MSA Coordinator manages the Ministry and Service Ambassador Program at Heritage. The MSA Coordinator will build a successful MSA program to support the mission and operations of Heritage and provide a formative, Catholic, work-based experience for young adults. The MSA Coordinator is responsible for recruiting potential MSAs by investing in and maintaining personal relationships and sourcing candidates through events, advertising campaigns, campus ministry/parish visits, and social media. The Coordinator will maintain and support the daily and weekly MSA schedule for their rhythm of prayer, ongoing formation, and community-building aspects. The MSA Coordinator reports to the Chief Operations Officer and will work alongside the Heritage team to support hospitality work, project schedules, and accountability of MSAs. The MSA Coordinator commits to prayer and to continuing a personal ongoing relationship with the Lord in the midst of carrying out the responsibilities of their position.

Direct Reports:

The MSA Coordinator is responsible for all MSAs.

Duties and Responsibilities:

- Oversee a team of MSAs (up to 6 individuals).
- Manage, plan, and coordinate spiritual formation and team-building experiences for MSAs.
- Prepare and implement a prayer schedule for the MSA's.
- Provide one-on-one check-ins, guidance, supervision, and feedback for the MSAs.



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- Manage recruitment activities through the design and implementation of recruitment strategies to source candidates; including through events, parish visits, campus ministry visits, attending college career and internship fairs, advertising, and social media campaigns.
- Foster and maintain relationships with campus ministries, parishes, student organizations, and recruitment networks.
- Assess and fulfill recruitment needs and identify specific roles of MSA in coordination with the Director of Guest Services.
- Manage, plan, and coordinate the interview and selection process.
- Manage, plan, and implement onboarding and orientation of selected MSAs.
- Maintain relationships with MSAs and track their performance to ensure each MSA fulfills the goals of the program.

Qualifications:

- Commitment to the Heritage vision, mission, and core values.
- Fully initiated member of the Catholic faith.
- Commitment to personal prayer life
- Understanding of the Catholic faith and the liturgy.
- Great networking abilities.
- Organized and detail-oriented with a heart for taking care of others.
- Excellent verbal and written communication skills.
- Self-starter with proven ability to work independently.
- Ability to work within a team setting to hear, plan, and implement new ideas and receive feedback.