

Diocesan Job Announcements

FT Director of Finance and Administration

St. Paul's Newman Center (bisonCatholic) in Fargo, ND is currently accepting applications for a full-time Director of Finance and Administration. The successful candidate will manage all finances, payroll, and will lead and develop an internal team to support the following areas: maintenance, Faith Based Housing, and the bC Coffee shop. The Director of Finance and Administration will play a critical role partnering with leadership in strategic decision making and operations as the Newman Center continues to enhance its faith-based programming and build our capacity to serve the student body of NDSU and the tri-college community. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal structure of a well-respected, high impact faith-based organization. Submit cover letter, resume and three references to Rev. James Cheney at frcheney@bisoncatholic.org. Apply immediately, position open until filled.

Elementary Teacher – St. Joseph Elementary in Devils Lake - Fall 2021

Candidate must be qualified to teach Kindergarten students. In addition, candidates must have knowledge of curriculum development and be able to effectively communicate with students, staff, and parents. We are looking for someone with a passion for Catholic education and strengths in providing a language rich environment where students can grow at their developmentally appropriate rate in literacy and numeracy. Candidates must hold or be able to obtain current ND Educator's Professional License. For more information call the school at 701-662-5016 or go to our website at <https://stjosephdln.com/job-listings-1>.

Music Teacher – St. Joseph Elementary and St. Mary's Academy in Devils Lake – Fall 2021 (part-time)

Candidate must be qualified to teach k-8 Music. Duties will include but are not limited teaching daily music classes, planning/directing Christmas and Spring concerts and preparing music for weekly liturgy. Candidates must hold or be able to obtain current ND Educator's Professional License. Deadline for applying: Open Until Filled. For more information call the school at 701-662-5016 or go to our website at <https://stjosephdln.com/job-listings-1>.

Band Teacher – St. Joseph Elementary and St. Mary's Academy in Devils Lake – Fall 2021 (part-time)

Candidate must be qualified to teach 6-8 Music. Successful candidate would be responsible in leading the choir department for the high school/middle school. Duties will include but are not limited to young men and young women choral groups, plan/direct Christmas and Spring concerts and prepare music for weekly liturgy. Candidates must hold or be able to obtain current ND Educator's Professional License. For more information call the school at 701-662-5016 or go to our website at <https://stjosephdln.com/job-listings-1>.

Computer Teacher – St. Joseph Elementary and St. Mary's Academy in Devils Lake – Fall 2021 (part-time)

Successful candidate would be responsible for facilitating classes using the [Learning.com](https://www.learning.com) program. Candidates must hold or be able to obtain current ND Educator's Professional License. For more information call the school at 701-662-5016 or go to our website at <https://stjosephdln.com/job-listings-1>.

Teaching Positions

JPII Catholic Schools is looking to hire the following positions for the Fall of 2021:

- Religion Teacher – Shanley High School (1.0 FTE)
- Choir Teacher – Shanley High School/Sullivan Middle School (1.0 FTE)
- Science Teacher – Shanley High School (1.0 FTE)
- Pre-Kindergarten Teacher – Trinity Elementary (1.0 FTE)

For more information on these positions or how to apply visit <https://www.jp2schools.org/central-office/careers/> or call 701-893-3231.

Kindergarten Teacher

Holy Family - St. Mary's Catholic School in Grand Forks, ND is looking to hire an enthusiastic kindergarten teacher. This is a full time, licensed position. If you are interested in joining our amazing team, please send a letter of interest, resume and 3 letters of recommendation to Katie Mayer at kmayer@hfsmschool.org or <mailto:kmayer@hfsmschool.org>. If you have any questions, please email or call the school office at 701-775-9886.

PT Administrative Assistant

Diocese of Fargo is currently accepting applications for a part-time Administrative Assistant/Ecclesiastical Notary in the Tribunal Office. Duties will include reception, transcription of audio, correspondence, data entry, maintaining files and other general office support duties. Approximately 20 hours per week. Successful candidate will have understanding of

the Catholic Church and terminology, ability to maintain confidentiality, excellent interpersonal communication skills, attention to detail and proficient computer skills. Submit cover letter, resume and three references to barbara.augdahl@fargodiocese.org Position open until filled.

Director of Religious Education

Holy Cross Catholic Church in West Fargo, ND is currently accepting applications for a full-time Director of Religious Education (DRE). This position will be responsible for coordinating the religious education program for Pre-K through High School age children in our parish. It will be necessary to oversee volunteers and evenings and weekends will be required. Preferred start date is May 3rd and will consider a later start date. To apply, submit cover letter, resume and references to phillip.ackerman@fargodiocese.org or contact Fr. Phil or Brenda Mears at 701-828-7217 for more information.

PT Marriage Preparation Coordinator

The Diocese of Fargo is accepting applications for a part-time Marriage Preparation Coordinator in Grand Forks, ND. This role will be responsible for all aspects of the marriage preparation weekends held in Grand Forks and Devils Lake. Seven to eight weekends per year (no more than one per month). The Coordinator is required to host one weekend per year. Preparation for each weekend is less than eight hours and more if hosting the weekend. Travel is necessary. Please submit cover letter, resume and three reference to Barbara.augdahl@fargodiocese.org Application deadline April 23, 2021.

St. Andrew's Mass on March 21st, 2021

DATE	EUCCHARISTIC MINISTERS	READER	GIFT BEARERS	ALTAR SERVERS	USHERS	COUNTERS
Sun.	NONE	Linda Ellingson	NONE	NONE	Hilary Huss	Mike Thompson

St. Mark's Masses on March 20th & 21st, 2021

DATE	EUCCHARISTIC MIN.	READER	GIFT BEARERS	USHERS	GREETERS	ALTAR SERVERS	COUNTERS
Sat.	NONE	Barb Waagen	NONE	Matt Brandjord Brad Trebas	NONE	NONE	
Sun.	NONE	Jessica Tagestad	NONE	Bryan Schweitzer Chris Wilmot	NONE	NONE	TBD



This year during Lent, if you would like a Lenten project of almsgiving, there will be boxes in the Social Hall that you can take and fill for the Food Pantry. See the flyer for a list of items to be included. The boxes can be decorated if you would like, and/or a note can be placed in the box to the recipient of the box. The filled boxes are to be back in the Social Hall by Good Friday, April 2nd.