

# Diocesan Job Announcements

## **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](mailto: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](mailto:phillip.ackerman@fargodiocese.org) or contact Fr. Phil or Brenda Mears at 701-282-7217 for more information.

## **FT Religious Education/Youth Discipleship Coordinator**

Holy Spirit Catholic Church, Fargo, North Dakota, is looking for a full-time Religious Education/Youth Discipleship Coordinator (RE/YD). Responsibilities would include organizing and coordinating RE/YD programs for ages 6-18 to support families in passing on the Faith to their children. The position includes sacramental preparation for Reconciliation, Confirmation, and First Eucharist for children. These responsibilities are executed with a view towards Jesus' call to "go and make disciples of all" (Mt 28:19), and as a member of a staff team committed to missionary discipleship. Parish experience preferred, but not required. Salary negotiable. To apply, submit a cover letter, resume, and three references to [barbaraholyspirit@gmail.com](mailto:barbaraholyspirit@gmail.com) or contact Barb Stenberg at 701-232-5900.

## **SEARCH RETREAT**

Do you need a "retreat" from the world around you? Experience God in a personal and real way. SEARCH for Christian Maturity has a retreat coming up on April 16th to 18th, 2021 at Maryvale Convent in Valley City, ND. Youth and young adults, 16 and older are invited to attend. Details and application at <https://fargodiocese.net/search-info> or call Dori at 952-210-2219. Applications due no later than Monday, March 29th, 2021.

"Search is a great place to meet some amazing people! It was able to help me find really great friends and also deepen my relationship with the Lord. There are a lot of things in my life that wouldn't have happened if it wasn't for such a fantastic, faith filled weekend!" -Miah Monson (SEARCH participant)