

Job Opening – Parish Administrative Assistant

Messiah Lutheran Church (Fargo, ND) is receiving applications for a part-time Parish Administrative Assistant. Candidates with a minimum two-year post-secondary degree or experience in similar field preferred. Must be comfortable working in a faith-filled, team environment. Need to be organized with strong written, oral, listening and interpersonal skills. Trustworthy, business-like attitude required with ability to keep confidentialities. Possess computer skills with Word, Xcel, Outlook, Publisher, and data-based software. Familiarity with social media a plus.

Letters of application and resumes can be sent to:

ParishAdmin@MessiahFargo.com or mailed to: Messiah Lutheran Church, Parish Administrator, 2010 Elm St. N, Fargo, ND 58102.