

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists
September 29, 2011

Southeastern California Conference is a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is our policy to recruit and promote for all jobs on the basis of merit, qualifications, competence, attitude and spiritual commitment. No aspect of employment shall be influenced by race, color, national origin, sex, age or handicap. Applications may be downloaded from [http:// secchr.adventistfaith.org](http://secchr.adventistfaith.org)

SCHOOLS (2011-2012)

Azure Hills Children's Center

Pre-School Teacher or Assistant Teacher. Part-time. Seeking candidate with minimum of 12 units in Early Childhood Education for Teacher position and at least 6 units for Assistant Teacher position. For more information, contact Edith Nwosu, Director, at 909.825.7054.

Substitute Teachers are needed in San Diego, Orange, Desert, and Imperial counties. For more information, contact Stephanie Matye, Education Secretary at 951.509.2311.

SCHOOL YEAR (2012-2013)

Loma Linda Academy

Elementary Principal. Full-time. Responsible for leadership of the K-6 division. Successful administrative experience and certification required. Must have at least a MA degree. For more information contact Douglas Herrmann, Chief Administrative Officer, at 909.796.0161, Ext. 4900

CONFERENCE OFFICE

Youth Department

Associate Youth Director. Full-time. Will develop summer camp and conference-wide year-round spiritual and recreational programs for Pine Springs Ranch Youth Camp. Ability to work well with diverse groups. Creative skills and ability to deal with deadlines and multiple projects is necessary. Knowledge of computer software such as Microsoft Word, Excel, and PowerPoint preferred. Have demonstrated skills in leading and directing youth activities such as youth camps, academy and elementary youth programs, etc. Must have commitment to spiritual development. Ability to understand and work with budgets. M.Div. degree with experience in directing youth programs preferred. For more information, please contact the Human Resources Department at 951.509.2352.

Pastoral Positions. For more information contact Pastor Sandra Roberts, Executive Secretary at 951.509.2289.

CHURCHES

Fullerton SDA Church

Secretary. Part-time (19 hrs/week). Seeking a candidate with good interpersonal skills; organizational skills, and strong computer skills. Proficiency in Adobe InDesign, Acrobat, Illustrator, PhotoShop, Microsoft Word, Publisher, and Excel. Office hours will be Mon-Wed from 11 a.m. to 4 p.m. and Thursday from 11 a.m. to 3 p.m. For more information, please contact Pastor Mel Baga at 714.732.0548 or e-mail pstr_mel@yahoo.com

Laguna Niguel SDA Church

Music Leader/Young Adult Leader. Full-time. Seeking a candidate with strong music skills and desire to minister to our 20-30 age group. Some tech skills will be helpful. Please send resume with references to LNSDA@cox.net or call the Church office at 949.495.0311 for more information.

La Sierra University SDA Church

Bookkeeper. Full-time. Immediate opening for candidate with experience with General Ledger, month end balancing and journal entries, payroll, analysis and adjustments of income and expense statements; balance sheet accounts, reconciliation of general ledger accounts and general accounting support; reconciles with vendors and maintains A/P system records. Peachtree, FileMaker Pro, Microsoft Suite, and knowledge of the internet are required. Other general office tasks as assigned. Please mail resume to dpeckham@lsuchurch.org

Loma Linda University SDA Church

Music Department. Part-time. Seeking a conductor for youth symphony orchestra. Candidates must demonstrate expertise in conducting instrumental ensembles with ages from elementary to high school. Master's degree in instrumental conducting preferred. Remuneration will be commensurate with abilities and experience. Submissions must contain a letter of interest, resume, and a short bio. All applicants must submit a DVD with at least 10 minutes of rehearsal and at least 20 minutes of concert not edited. Send materials to LLUC Music Department, 11125 Campus Street, Loma Linda, CA 92354.

Riverside Community SDA Church

Coordinator of Creative Worship Arts. Part-time. Seeking a passionate worshipper who is interested in using the creative arts to lead others in worshipping God. Core skills include the ability to worship openly and encourage others to express worship to God, team building, strong vocal ability, musical knowledge, and appreciation of a wide variety of art forms. Tasks include leading weekend worship, building worship teams, fostering the use of creative visual and physical arts such as drama, sculpture, painting, and dance. Possible future expansion to full-time. Experience in leading contemporary worship is strongly desired. For more information, contact Pastor Eric Brown at 951.212.8706 or eric@riversidecommunitychurch.com

ABC BOOKSTORE - No openings at this time.

PINE SPRINGS RANCH

Cook. On-call/Part-time. Must work well with others; have good customer service skills, be able to excel in a fast-paced environment, and be comfortable working with deadlines under pressure. Previous experience in quantity food service is desired but not mandatory. Work is on-call/part-time every other weekend. Limited work available during the week. Possible temporary full-time work available during summer months. For further information and complete job requirements, or to submit a resume for the Pine Springs Ranch openings, call Carmen Ibañez, at 951.659.4131, Ext. 313