

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

May 16, 2016

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>

SCHOOL YEAR (2016-2017)

AZURE HILLS CHILDREN'S CENTER

Receptionist. Full-time. Seeking a qualified individual to assist with student files, phones, schedules and other clerical office duties. Must be proficient in Microsoft Office and have excellent communication skills. Bachelor's degree preferred. Please e-mail resume to azurehillsschildrenscenter@yahoo.com

Teacher's Aide. Part-time. Seeking an energetic individual to assist the Lead Teacher in the classroom. Core 12 units of ECE are a plus, but not required. Please e-mail resume to azurehillsschildrenscenter@yahoo.com

CALEXICO MISSION SCHOOL

7th & 8th Grade Math and Science Teacher. The prospective teacher needs to hold NAD teacher certification and have good classroom management. Speaking Spanish is a bonus for talking to the parents, but not mandatory. Please send resume to Susan Smith, Principal at principal@calexicomissionschool.org

ESCONDIDO ADVENTIST ACADEMY

8th Grade Homeroom History & Science Teacher. Full-time. Escondido Adventist Academy is looking for a person who loves working with junior high students and who is passionate about Seventh-day Adventist Christian education who loves to learn with their students. NAD Professional certification or masters degree is preferred in content area. Teacher needs to be a good team member who can work with other middle school teachers in a departmental program where teacher teaches history and science for grades 6 thru 8. Please submit your resume and a copy of the completed SECC application to Larry Rich, Principal at principal@eaaschool.org

LA SIERRA ACADEMY

Physical Education and Health Teacher Grades 7-12. Full-time. Seeking a credentialed female to teach GIRLS Phys. Ed. The selected candidate will also serve as the Assistant Athletic Director for grades 7-12. Must have secondary certification in Phys. Ed. Please submit your resume and a copy of the completed SECC application to Walter Lancaster at kchronister@lsak12.com

Maintenance Worker 1. Part-time/Full-time. Position will start out as part-time and after 3 months may expand to full-time. Seeking a worker with prior experience in a large school or other large facility. Self-starter with prior general knowledge of electrical, plumbing and construction highly desired. Prior knowledge of tractor and mowing equipment is desirable. Experience working with vendors or company representatives; ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required due to weekend emergencies and occasional extended hours. Please send resume to Evelyn Fowler at efowler@lsak12.com

LOMA LINDA ACADEMY

Graphic Design & Marketing Coordinator. Full-time. Position available for 1 year. Strong computer, graphic design and photography skills required. A degree in marketing, communication or graphic design preferred. Candidate will coordinate advertising and design digital and print materials for Advancement & Alumni Department objectives. Candidate will provide support for website, social media and MailChimp. Video and editing skills are a plus. Please submit résumés to Desiree Quijano at dquijano@lla.org.

Jr. High School. Math. Grade 7. Full-time. Please submit your resume to Jim C Weller, Jr. High Principal at jweller@lla.org

LOMA LINDA ACADEMY (Cont.)

Jr. High School. Office Assistant. Full-time. Seeking a qualified individual to assist with phones, attendance, weekly newsletter, student admissions process, and other clerical duties. K-12 clerical or administrative experience is highly desired. Strong typing skills, excellent customer skills and multi-tasking skills are required. Must be proficient in Microsoft Word, Excel; Outlook and InDesign experience is desirable. Please submit your resume to Dr. Jim C Weller at jweller@lla.org

IT Department. Systems Administrator. Full-time. Seeking a qualified candidate to work on the LLA campus with over 150 users and 650+ workstations. Seeking candidate who has experience with Microsoft Active Directory administration; Windows server and MAC server administration. Proficiency in supporting Windows 7, 8, and 10 and Microsoft Office. Management experience with enterprise antivirus solutions and workstation imaging is a plus. Real world experience with VMware's ESXi platform is an asset. Seeking candidate with strong computer networking skills; preferably on Cisco hardware. Seeking candidate who will be committed to providing quality service in a Christ centered institution. Please submit resumes to Jack Davis at jdavis@lla.org

Transitional Kindergarten Teacher. Part-time (approx. 25 hrs. per week). Seeking a credentialed teacher to teach our Transitional Kindergarten class in the morning. Ideal candidate will have some experience in pre-school, Transitional Kindergarten, or Kindergarten teaching. A love for teaching and working with this age group is a must. For more details or if interested in applying, please submit resume and cover letter to John Chen, Elementary Principal at jchen@lla.org

MESA GRANDE ACADEMY

5th thru 12th Grade Band Instructor. Part-time. Mesa Grande Academy is seeking a Part-time Instructor for Grades 5-12, who thoroughly enjoys working with students at these ages and developmental levels. Candidates must have the skills and talent to positively motivate students in the development and playing of instrumental music. Instructional time will be schedule for classes in the morning from 7:30 a.m. to 10:00 a.m. Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 at Ext. 222 or e-mail alfred.riddle@mgak-12.org.

ORANGEWOOD ACADEMY

Principal. Full time. Orangewood Academy is looking for a principal for the 2016-2017 school year. The ideal candidate will have a MA degree in Educational related field, an SDA teaching credential and administrative experience. The candidate will be able to demonstrate a collaborative leadership style, effective communication skills and the ability to work with a multicultural school community. Please send resume with references to stephen.zurek@seccsda.org

REDLANDS ADVENTIST ACADEMY

High School Science Teacher. Full-time. Seeking a dynamic and qualified Christian candidate with the ability to sustain a vibrant educational program. Candidate should have a passion for teaching and guiding students in their intellectual development. Ideal candidate should hold a current secondary certification in Science. Please e-mail letter of interest and resume to Linda Woolley at lwoolley@redlandsacademy.org

SAN DIEGO ACADEMY

3rd Grade Teacher. Full-time. Applicants should possess a minimum of a Bachelor's degree; and have NAD elementary certification; have great classroom instructional and managerial skills; good communication skills; and be a team player. Experienced candidate is desired. Please contact Beverley Bucknor, Associate Superintendent at Beverley.Bucknor@seccsda.org or call 951.509.2308 or fax 951.509.2392.

Maintenance Worker. Part-time (15-19 hrs. per week). IMMEDIATELY. Seeking a candidate with prior experience and a general working knowledge of plumbing and electrical skills; construction skills; and good communication skills. Experience working with vendors, or company representatives; ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Schedule may be flexible due to occasional emergencies and extended hours. Please contact Winston Morgan, current Principal at 619.267.9550, ext. 162 or e-mail principal@sdacademy.com

SUNRISE CHRISTIAN PRESCHOOL: A Division of Orangewood Academy

ECE Teacher's Assistant Aide. Part-time. Seeking a candidate with a minimum of 12 Early Childhood Education units with at least one year of classroom experience. For more information, please call Audry Railey, Director, at (714) 534-4694, ext. 661.

SUBSTITUTE TEACHERS

Substitutes open hire months will be June and October only. Paperwork may be submitted at other times, but will only be finalized during June and October. Substitute teachers are needed in San Diego, Orange, Desert, and Imperial counties. For more information, contact Kathi Christenson, Education Secretary at (951) 509-2311.

CONFERENCE OFFICE

Associate Treasurer for Accounting. Full-time. This position serves directly under the Conference Treasurer to oversee the operations and the staff in the accounting department. These areas include, but are not limited to: accounts receivable, accounts payable, cashier, payroll, church receipting and general ledger. This position is responsible for monitoring of the Conference Budget, monthly and yearly Conference financial statements, preparation of financial reports and the ability to make financial presentations to various committees. Responsible to develop and maintain policies and procedures for the accounting department. Bachelor's degree in accounting or business related area from a four-year college or university. A Master's degree in Business Administration is desired. At least five years related experience including supervision is required. Understanding of payroll processing is essential. Please contact the Human Resources Department at (951) 509-2352 for further information.

CHURCHES

AZURE HILLS SDA CHURCH

Church Secretary. Part-time (24 hrs. per week). Seeking a qualified individual to assist in the church office. Duties include preparation of weekly bulletin, creation of weekly Keynote presentation for worship, managing facility calendar, answering phone, and other clerical duties as assigned. Candidates need strong computer skills utilizing a Mac computer and Google applications, excellent communication skills and organization abilities. Please submit your application and resume to Trevan Osborn at tosborn@azurehills.org

LOMA LINDA UNIVERSITY SDA CHURCH

Loma Linda University Church UReach Program is seeking someone to help the Meals on Wheels Coordinator in the kitchen. (Part-time, temporary). Approx. 3 months. Interested person must have kitchen experience and adapt quickly to the needs that arise along the course of the day. This is a morning schedule (M thru F). In addition to regular food preparation, there is Wednesday and Thursday nights for the Burrito Project as well as special orders. Punctuality, dependability, and an excellent attitude are extremely important. Please contact Ana Sánchez or Miguel Rojas at the UReach offices at (909) 796-835

PINE SPRINGS RANCH

PSR Cook. Part-time. Seeking a qualified candidate to serve as a cook in our food service department working every other weekend and occasionally during the week. Candidate must work well with others; have strong customer service skills; must be able to excel in a fast-paced environment; and be comfortable working with deadlines under pressure. Prior experience in food service production, service sanitation and supervisory experience is desired—but not mandatory. Position is for an average of 24 hours a week on an hourly basis. For further information or to submit an application, please call Carmen Ibanez at (951) 659-4131.

PSR Summer Camp 2016

Summer Camp Staff. Seasonal. We're now hiring seasonal camp workers for our summer camp at Pine Springs Ranch. Ideal candidates will have a passion for Christ and a desire to mentor children in what it means to be one of His followers. Applicants will have to complete an application located on the PSR website, www.psr.camp. Positions are now available for summer camp counselors, activity staff, cafeteria workers, and lifeguards. The contract length is from June 13th – August 2nd with one day-off per week. For more information please contact Jeremy Cruz @ (951) 509-2264 or Jeremy.Cruz@seccsda.org.