

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

June 15, 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

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

CHILDREN'S DISCOVERY CENTER

Pre-School Teacher. Part-time. Seeking a pre-school teacher with a minimum of 12 units in early childhood education. Please contact Laura Parker, Director at (951) 781-3621.

LOMA LINDA ACADEMY

Computer Teacher. Full-time. Seeking a teacher to teach computers to students in TK through sixth grade. Ideal candidate will have experience teaching computers in an Elementary school. Experience working with Apple computer platform, Microsoft Office suite a must. Ability to teach wide range of ages is essential. Must have a love for kids and have good classroom management skills. This position also is in charge of the Yearbook. Candidate should have a valid teaching credential, emphasis in computer education or equivalent a plus. If interested in this position, please send cover letter and resume to John Chen, Elementary Principal at jchen@lla.org.

Advancement Assistant. Full-time. Strong customer service, data processing, and organizational skills required. Relevant experience in institutional Advancement strongly preferred. Candidate will maintain the integrity of the constituent database, process all donations, and provide administrative support for the Advancement office. Candidate will also oversee mailings, support Advancement department events, and handle special projects as needed. Experience working in a constituent database (e.g. Raiser's Edge or similar) is a plus. Please submit résumés to Desiree Quijano at dquijano@lla.org.

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

Vice-Principal/Registrar. Full-time. Loma Linda Academy is searching for a Vice-Principal for Academics. The primary responsibilities will include master course schedule, all student academic records, and I-20 requests. There will also be other administrative duties as assigned. Experience at the High School level is required. An M.A. degree is preferred. The position is full-time twelve month beginning July 1, 2016. For more information, please contact Doug Herrmann at dherrmann@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

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REDLANDS ADVENTIST ACADEMY

Math/Computer Teacher. Full-time. Seeking a qualified and experienced candidate to teach Junior High Math, Algebra I and II, and Computers in grades 7-12. Applicant will have flexibility in designing innovative computer classes and be responsible for maintaining the computer lab. Candidate should have a passion for their subjects and a desire to guide students in their intellectual and spiritual development. Please submit your resume to Linda Wooley at lwoolley@redlandsacademy.org

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 Audrey 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

Human Resources Department

Human Resources Generalist. Full-time. Non-Exempt. This position will work under the direction of the Director and Associate Director in the processing of retirements and employment paperwork. Applicant must be detail oriented, work well in a team environment, and have the ability to work with confidential information. Bachelor's degree (BA/BS) or equivalent and three years related experience and/or training in Human Resources is desired. For more information contact Alison Cavazos at Alison.cavazos@seccsda.org or 951-509-2354.

Youth Ministries Department

Youth Clerk. Part-time (19 hrs. per week). Seeking customer service oriented individual with excellent oral and written communication. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, QuickBooks and be willing to learn new applications as needed. Must be able to handle multiple projects at one time and assist customers. Bilingual (English/Spanish) desired. For more information and to submit an application contact Human Resources at (951) 509-2351.

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.

Meals on Wheels – Kitchen Worker. Part-time (3 month/temporary). Seeking someone to help the Meals on Wheels Coordinator in the kitchen. 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) 796-8357.

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 Ibañez at (951) 659-4131.

**PLEASE NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED
(951) 509-2351 or abby.chuquimia@seccsda.org**