

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

July 7, 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 azurehillschildrenscenter@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

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.

Resource Teacher (part-time, 25 hrs./week). Looking for a certified teacher to work with students with academic challenges in Elementary school. This is a pull-out program. Ideal person will have 3-5 yrs. teaching experience and have worked with students with special academic challenges. A degree in Special Education and familiar with IEP's is desired. Must be a team player, flexible, and love working with students who have these challenges. If interested, please submit cover letter, resume and SECC application to John Chen, Principal at jchen@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.

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

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SUNRISE CHRISTIAN PRESCHOOL: A Division of Orangewood Academy

ECE Teacher. Part-time. (20-30 hrs. per week). Sunrise Christian Preschool in Orange County is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units. For information, please call Audry Railey, Director at (714) 534-4694, ext. 661.

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

Auditing Department

Auditor. Full-time. Seeking qualified candidate to perform audits of churches and schools within Southeastern California Conference. B.S. degree in accounting or finance is required. MBA in accounting/finance or CPA is preferred. Successful candidate will have the ability to function well in a team environment and be able to relate well with diverse groups. For more information, please contact the Human Resources Department at 951-509-2352.

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.