

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

### July 28, 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](mailto: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.

#### LA SIERRA ACADEMY

**Office Assistant. Part-time.** International Student Services Office/Business Office. Seeking a customer service oriented individual with excellent oral and written communication skills. Must be proficient in Microsoft Word, Access, Publisher, Excel and PowerPoint. Accounting experience desired. Prior experience working with International Students highly desired. Must be detail oriented and organized. For more information and if interested, please send resume to Evelyn Fowler at [efowler@lsak12.com](mailto:efowler@lsak12.com)

#### 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](mailto:dquijano@lla.org).

**General Groundskeeper, Maintenance Dept. Part-time with option to Full-time.** Available Immediately. Candidate should have experience in caring for shrubbery, trees, and greenery. Performs weed abatement, planting flowers, and lawn care. May make minor repairs to equipment and other miscellaneous duties assigned by the Plant Services Director. Basic computer skills. High School education or equivalent. For more information, please contact Plant Services Director, Mark Brettbacher at (909) 796-0161, Ext. 3700 or [mbrettbacher@lla.org](mailto:mbrettbacher@lla.org)

**Resource Teacher** (part-time, 25 hr/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](mailto:jchen@lla.org).

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### LOMA LINDA ACADEMY

(Cont.)

**Security Guard, Maintenance Dept. Part-time with option to Full-time.** Available Immediately. Job duties include patrolling grounds and building, regulating flow of traffic and maintaining safety of pedestrians and vehicles, securing gates, doors and storage areas, responding to security violations and writing reports, completing a log book of daily activity, and other duties as assigned by the Plant Services Director. Works with LLU Campus security as needed. Applicant should have outstanding communication skills and a general knowledge of computers. High School education or equivalent. For more information please contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext. 3700 or [mbrettnacher@lla.org](mailto:mbrettnacher@lla.org)

### SAN DIEGO ACADEMY

**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](mailto:principal@sdacademy.com)

### 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.

#### Education Department

**Sr. Office Assistant. Full-time.** To assist the Associate Superintendent of Finance. BA degree or 5 years related experience; or equivalent combination of education and experience. Computer literacy including Microsoft Word, Excel, PowerPoint, Outlook and Publisher is necessary. Will need to learn RenWeb School Management Software upon hire. Knowledge of Quick Books preferred. Must be organized, detailed and a team player. For more information, contact Rachael Gil, Administrative Assistant/Registrar at (951) 509-2319.

#### 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**

### **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 are Wednesday and Thursday's 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.