

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists September 26, 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>

2016-2017 SCHOOL YEAR

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

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

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, HR Associate Director, at Alison.Cavazos@seccsda.org or 951-509-2354.

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

NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED

(951) 509-2351 or abby.chuquimia@seccsda.org