

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

October 27, 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>

### 2017-2018 SCHOOL YEAR

#### REDLANDS ADVENTIST ACADEMY

**Principal. Full-time.** Redlands Adventist Academy announces the opening of the principal's position to begin July 1, 2017. RAA is the newest academy in the conference. Presently, RAA has over 400 students (30 faculty) in grades K-12. Southeastern California Conference is looking for a dynamic individual to lead RAA. The ideal candidate would be one who has had some previous administrative experience with both elementary and secondary grades, a visionary who also has strong managerial skills, a spiritual leader and holds current denominational certification. Resumes and inquiries may be directed to Rob Smith, Associate Superintendent of Schools, [Robert.Smith@seccsda.org](mailto:Robert.Smith@seccsda.org); (951) 509-2310, fax: (951) 509-2392.

### 2016-2017 SCHOOL YEAR

#### AZURE HILLS CHILDREN'S CENTER

**Teacher. Part-time.** Seeking an energetic candidate with at least 12 core units in Early Childhood Education. No experience necessary. Please e-mail resume to [azurehillsschoolscenter@yahoo.com](mailto:azurehillsschoolscenter@yahoo.com)

#### OCEANSIDE ADVENTIST ELEMENTARY

**School Secretary. Part-time.** Oceanside Adventist Elementary is seeking to hire a school secretary to work 19 hrs. per week. This position is non-benefit eligible. For information, please e-mail Harley Harder, Interim Principal at [harleyharder@gmail.com](mailto:harleyharder@gmail.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.

## **Job Opportunities**

**October 27, 2016**

**Page 2**

### **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](mailto: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

### **SOUTHERN CALIFORNIA CONFERENCE**

**Adventist Book Center Manager. Full-time.** Southern California Conference is seeking a candidate to serve as a full-time manager for the Adventist Book Center. The position consists of managing the retail operation according to best business practices in the following categories: inventory turnover management, sufficient gross margin, marketing/merchandising, A/R management, business plan development, sales goals maintenance, staff training and management. Qualifications for this position include basic computer and math skills, attention to detail, reliable attendance and consistent presence, knowledge and experience with TAM (the Adventist Book Center retail management software). Good communication and language skills and the ability to maintain confidences are also required. A Bachelor's degree in management or marketing and 4 years of retail sales experience in the Adventist Book Center environment is preferred. Education and experience may substitute for a degree. For more information, please contact the SCC Treasurer at (818) 546-8414.

**NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED**

**(951) 509-2351 or [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)**