

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

December 6, 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

#### **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 [azurehillsschildrenscenter@yahoo.com](mailto:azurehillsschildrenscenter@yahoo.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 January, June and October only. Paperwork may be submitted at other times, but will only be finalized during January, 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**

##### **Treasury Department**

**Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties including data entry, filing and mailing. Requires basic computer and math skills, attention to detail, reliable attendance, fast and accurate 10-key data entry. Good language skills and the ability to maintain confidentiality required. For more information, please contact the Human Resources Department at (951) 509-2352.

## **CHURCHES**

### **FULLERTON SDA CHURCH**

**Pianist. Part-time (5-10 hrs. per week).** Seeking an SDA pianist to play for Children's Sabbath School and Family Worship hour; accompany vocalists and instrumentalists and provide special music as needed. For more information, please contact the Church Office at [office@fullertonadventist.org](mailto:office@fullertonadventist.org) or call (714) 525-4561.

## **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

### **PSR Christian Summer Camp**

**Assistant Content Developer. Part-time (10-18 hrs. per week).** Starting in January 2017, PSR Camp is looking for an Assistant Content Developer to help us establish our online media presence on YouTube, Facebook, and our Website. Applicants should expect to participate in the creation of two media projects per month, and to be available to complete tasks as assigned during production meetings. For more information, please contact Jeremy Cruz via e-mail @ [Jeremy.Cruz@seccsda.org](mailto:Jeremy.Cruz@seccsda.org)

## **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)**