

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

January 5, 2017

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 [azurehillchildrenscenter@yahoo.com](mailto:azurehillchildrenscenter@yahoo.com)

#### LA SIERRA ACADEMY

**Maintenance Assistant. Part-time/Full-time.** Seeking a candidate with a minimum of 2 years experience in a large school or other large facility. Self-starter with prior general knowledge of electrical, plumbing and construction required. Tractor, mowing equipment and irrigation service and use required. Experience working with vendors or company representatives. Ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required due to weekend emergencies and occasional extended hours. Please send resume to Evelyn Fowler, VP Finance, at [efowler@lasierra.academy](mailto:efowler@lasierra.academy).

#### ORANGEWOOD ACADEMY

**Computer Applications Teacher. Part-time.** Seeking a credentialed teacher to teach one section of computer applications. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and have a desire to work with teenagers. For more information, contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to [emunoz@orangewoodacademy.com](mailto:emunoz@orangewoodacademy.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.

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### **2017-2018 SCHOOL YEAR**

#### **LA SIERRA ACADEMY**

**Office Assistant/Receptionist. Part-time. Position to begin this Summer.** 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 highly desired. Cash handling experience required. Must be detail oriented and organized with the ability to multi-task. Please send resume to Evelyn Fowler, VP Finance, at [efowler@lasierra.academy](mailto:efowler@lasierra.academy).

#### **MESA GRANDE ACADEMY**

**Recruitment/Marketing/Communications Specialist. Full-time.** Mesa Grande Academy is seeking a full-time specialist to guide the area of school development beginning in July 2017 or before. Duties would include: year-round communication and recruitment with young parents and students in our constituent churches and the community (Ages 2-5) for advising and planning for future enrollment in school. Ongoing communication and recruitment of older students as well. Provide for consistent communication to our constituency and community in both printed form and in various forms of digital social media. Guide the marketing program of school to the various geographic and demographic areas. Assist in the development initiatives such as the annual Golf Tournament, especially in the area of communications and marketing. Solicit and guide the process of obtaining regular feedback from parents and constituency. As a high priority, candidates must possess excellent people skills and have the ability to engage parents and students in communication. Candidates with training in the areas of recruitment, marketing and communication are preferred. Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 Ext. 222 or e-mail your resume to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)

#### **ORANGEWOOD ACADEMY**

**Biology Teacher. Full-time.** Seeking a credentialed teacher with an endorsement in Biology for 2017-2018. Experience desired. Selected candidate will teach AP Biology, Science 7 & 8, Biology, Honors Biology and Pre-Algebra. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and have a desire to work with teenagers. For more information, contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to [emunoz@orangewoodacademy.com](mailto:emunoz@orangewoodacademy.com)

### **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**

### **No Positions Available**

## **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 Office Assistant. Temporary/Part-time.** Seeking qualified candidate to assist in the Summer camp office prior to and through the camp season. Duties will consist, but not limited to, reservation processing, answering phones, customer service and general duties. Candidates must have basic computer skills, including Microsoft Office, be detail oriented and customer service driven. Position location will begin at the Southeastern California Conference Office and transition to Pine Springs Ranch for the duration of employment. Position offers 19 hours per week and transitions to a contracted position at the start of Summer camp. For more information, please contact Stephanie Strode, Youth Ministries Secretary at (951) 509-2266 or e-mail [Stephanie.Strode@seccsda.org](mailto:Stephanie.Strode@seccsda.org)

## **SOUTHERN CALIFORNIA CONFERENCE**

**1535 East Chevy Chase Dr.**

**Glendale, CA 91206**

**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)**