

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

February 13, 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 azurehillsschildrenscenter@yahoo.com

LA SIERRA ACADEMY

Custodian. Part-time. Seeking a qualified candidate to perform general and specific custodial duties through-out the year while school is in session. Requires flexible schedule. Please send resume and application to Evelyn Fowler, Vice-Principal, Finance at efowler@LaSierra.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

REDLANDS ADVENTIST ACADEMY

Teacher Aide. Part-time (10 hrs. per week) Position to begin April 2017. Looking for a caring and responsible individual to work with elementary students. Prior experience working with children highly desirable. Total of 10 hours per week when school is in session (2 hrs. per day). Please, e-mail resume to Principal Linda Woolley at lwoolley@redlandsacademy.org.

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

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

7-12 Art and High School Culinary Art. Part-time. Seeking a dynamic and engaging teacher who has a passion for working with adolescents. Degree in Art preferred, course work in Art necessary. Please, submit cover letter, resume and completed SECC employment application to Walter Lancaster, TK-12 Principal, at kchronister@lsak12.com

7-12 Physical Education and Health Teacher. Full-time. Seeking a female, credentialed Physical Education teacher to teach girls' and coed P.E. This person will also serve as Assistant Athletic Director for grades 7-12. Must have secondary certification in Physical Education. Please submit resume and a copy of completed SECC application to Head Principal Walter Lancaster, at wlancaster@lsak12.com

7-12 Vice Principal. Full-time. The successful applicant will be a dedicated Christian as evidenced by church involvement in the Seventh-day Adventist Church and their daily Christian walk. The applicant must have thorough understanding and appreciation for the theological, philosophical, and Christian principles imbedded in the Seventh-day Adventist educational program. As the Vice Principal for the La Sierra Academy, the applicant must possess excellent technological understanding, communication skills, organizational skills, problem solving ability and work ethic. The applicant will have the ability to relate to and communicate effectively with staff, students, parents, and the broader constituent community. The applicant must share the La Sierra Academy vision of equipping students to grow spiritually, excel academically and build healthy relationships with their peers, and develop an appreciation for higher education. At least five years of successful teaching experience at the 7-12 level, a Master's Degree or equivalent in Administration/ Educational Leadership and two or more years of administrative experience are preferred. Please send application and resumé and request a job description and duties, to Head Principal, Walt Lancaster at wlancaster@lsak12.com

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.

MESA GRANDE ACADEMY (Cont.)

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, contact Alfred Riddle at (909) 795-1112 Ext. 222 or e-mail your resume to alfred.riddle@mgak-12.org

OCEANSIDE ADVENTIST ELEMENTARY SCHOOL

Principal. Full-time/Administrative Position. Oceanside Adventist Elementary School announces the opening of the principal's position (12 month) to begin July 1, 2017. OAE is the largest stand-alone elementary school in Southeastern California Conference. Presently, OAE has over 150 students in grades TK-8. OAE has embarked on a re-visioning process, and SECC is looking for a dynamic individual to lead Oceanside Adventist Elementary School at this important time in its history. The ideal candidate would be one who has had some previous administrative experience with elementary grades, a visionary who also has strong managerial skills, a spiritual leader and someone who holds current denominational certification. Resumes and inquires may be directed to Rob Smith, Associate Superintendent of Schools, at robert.smith@seccsda.org; (951) 509-2310; fax: (951) 509-2392.

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

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 primarily 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 confidences required. Some flexibility with work scheduling. If interested, contact Abby Chuquimia, at the Human Resources Department at (951) 509-2351 to schedule an appointment for testing.

CHURCHES

AZURE HILLS SDA CHURCH

Office Manager. Part-time (24 hrs. per week). Seeking a qualified individual to support the mission and ministry of the Azure Hills Church through managing the church office. Duties include preparation of weekly bulletin, creation of weekly ProPresenter presentation for worship, managing facility calendar, answering phone, and other administrative duties as assigned. Candidates need excellent organization ability, computer skills utilizing Mac and Google applications, and ability to communicate with our diverse congregation. Please submit your resume by February 24 to Executive Pastor, Trevan Osborn at tosborn@azurehills.org.

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 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.

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.