

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

May 24, 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

### 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](mailto: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 and application to Evelyn Fowler at [efowler@lasierra.academy](mailto:efowler@lasierra.academy).

### LOMA LINDA ACADEMY

**Accountant. Full-time.** Loma Linda Academy is seeking an accountant to work full-time in the Business Office. Responsibilities will include accounts payable processing, church subsidy billings, prepaid expenses processing and journal entries related to each of these operations. In addition, the accountant will assist in customer service at our front counter with parents, students, visitors, faculty and other staff members. We are looking for a candidate with a bachelor's degree in accounting and a heart for Adventist education. We use Blackbaud Financial Edge software, and are willing to train you to use it. Please send your resume to Claudia Hernández, Assistant Business Administrator, Loma Linda Academy. You may also e-mail [chernandez@lla.org](mailto:chernandez@lla.org) or fax to (909) 799-8049.

### 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](mailto: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](mailto:kchronister@lsak12.com)

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### LA SIERRA ACADEMY (Cont.)

**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](mailto: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](mailto:wlancaster@lsak12.com)

### LAGUNA NIGUEL JUNIOR ACADEMY (LNJA)

**Teacher's Aide. Part-time. (25 hrs. per wk/position with limited benefits, to begin August 21, 2017).** Looking for a caring and responsible individual to work under the direction of the teacher with lower elementary grade students in a multi-grade K-2 classroom. Prior experience working with children, highly desired. Total of 25 hours per week when school is in session (5 hours per day); pay rate around \$12 per hour. Please e-mail resume to principal, David Tripp at [lnja1977@gmail.com](mailto:lnja1977@gmail.com)

### LOMA LINDA ACADEMY

**Administrative Assistant. Full-time.** Seeking a full-time Administrative Assistant to work in a dynamic, busy, wonderful elementary school office. This is a 12-month position with vacation accrual and medical benefits. The ideal candidate will have some experience as a Secretary/Administrative Assistant. Responsibilities include answering the phones, taking messages, scheduling appointments for Administrators, assist parents and students in the office, other duties as assigned by Administration. This person needs to be organized, be able to multi-task, have a friendly and inviting presence, and have solid computer skills. Experience with MS Word, Excel and working with databases highly desired. Candidate must be a member of the Seventh-day Adventist church. If interested, please send resume to Mr. Clayton Koh at [ckoh@lla.org](mailto:ckoh@lla.org) or (909) 796-0161.

**Transitional Kindergarten Teacher. Part-time.** Loma Linda Elementary is looking for a dynamic, credentialed teacher to teach our Transitional Kindergarten (TK) class. The ideal candidate will have a love for children of this age and have 1-3 yrs. experience teaching TK or Kindergarten. This is a 26-hour per week position. The teacher's hours are from 7:30 – 12:30 every day. Their teaching day ends at 11:00 a.m. The last 1.5 hours is planning time. An additional hour per week is for meetings and extra planning time if needed. The TK teacher also has a Teacher's Aide for approximately 2 hrs. per day. The maximum number of students is 12 for this classroom. Must be a Seventh-day Adventist and have appropriate current certification in Elementary education. Please e-mail letter of interest and resume with references to John Chen, Principal at [jchen@lla.org](mailto:jchen@lla.org).

### General Groundskeeper/Maintenance Dept. Part-time with option to Full-time. Available Immediately.

Candidate should have experience in caring for shrubbery, trees, and greenery. Performs weed abatement, planting flowers, and lawn care. May make minor repairs to equipment and other miscellaneous duties assigned by the Plant Services Director. Must be able to move work tools, supplies, and equipment up to 60 lbs. to locations on campus. Basic computer skills. High School Education or Equivalent. For more information, please contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext. 3700 or [mbrettnacher@lla.org](mailto:mbrettnacher@lla.org)

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### LOMA LINDA ACADEMY (Cont.)

**Maintenance Worker/Plant Services Dept. Full-time. Classified Position. Available May 30, 2017.** Candidate should have a minimum of 1 year prior experience in general maintenance, repair of buildings, facilities and equipment. General duties include carpentry, plumbing and door repairs. Candidate should be familiar with hand and power tools. Must be able to move work tools, supplies and equipment up to 60 lbs. to locations on campus. Maintenance experience preferred. Basic computer skills. High School Education or Equivalent. For a full job description and more information, please contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext. 3700 or [mbrettnacher@lla.org](mailto:mbrettnacher@lla.org)

**Security Guard/Maintenance Dept. Part-time with option to Full-time. Available Immediately.** Job duties include patrolling grounds and building, regulating flow of traffic and maintaining safety of pedestrians and vehicles, securing gates, doors and storage areas, responding to security violations and writing reports, completing a log book of daily activity and other duties as assigned by the Plant Services Director. Works with LLU Campus security as needed. Must be able to move work tools, supplies and equipment up to 60 lbs. to locations on campus. Applicant should have outstanding communication skills and a general knowledge of computers. High School education or equivalent. For more information, please contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext.3700 or [mbrettnacher@lla.org](mailto:mbrettnacher@lla.org)

### ORANGEWOOD ACADEMY

**Maintenance Supervisor. Full-time.** Seeking a qualified candidate with prior experience for maintenance/building supervisor. Self-starter with prior general knowledge of electrical, plumbing and construction highly desired. Prior knowledge of tractor and mowing equipment is desirable. 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. For more information and a detailed task list, please contact Elizabeth Muñoz Beard, Principal. You may email your resume to [emunoz@orangewoodacademy.com](mailto:emunoz@orangewoodacademy.com) or call (714) 534-4694.

### REDLANDS ADVENTIST ACADEMY

**Vice-Principal/Curriculum Coach. Full-time.** Seeking an experienced educator who is passionate and knowledgeable about curriculum as evidenced by the successful implementation of research based best teaching practices in grades 7-12. This individual must have strong interpersonal skills and a Master's Degree in Education. Administrative/Leadership experience highly desired. This is a 12 month position starting July 1, 2017. Please submit cover letter and resume to Iveth Valenzuela at [ivalenzuela@lsak12.com](mailto:ivalenzuela@lsak12.com).

### SAN ANTONIO CHRISTIAN SCHOOL

**Teaching Principal. Full-time Teacher/Administrative Position.** San Antonio Christian School (SACS) is seeking a teaching principal (12 months) to begin on July 1, 2017. Currently SACS has 56 students in grades TK-8. Southeastern California Conference is seeking an enterprising and dynamic educator to teach by incorporating school and conference goals. He/she is expected to be a strong spiritual leader who is able to affirm, build and nurture a team, and someone who holds current denominational certification. Please send resumes and inquiries to Beverley Bucknor, Associate Superintendent of Schools, [Beverley.Bucknor@seccsda.org](mailto:Beverley.Bucknor@seccsda.org); (951) 509-2308; fax (951) 509-2392.

## 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.

## **SOUTHEASTERN CALIFORNIA CONFERENCE OFFICE**

### **Education Department**

**Curriculum Coach to Serve Small Schools. Full-time.** Candidate must hold current SDA certification, Master's degree preferred. The candidate must have the ability to build relationships and communicate effectively with all school stakeholders. They must be knowledgeable in current methods and best practices in curriculum and instruction, comfortable in assisting with curriculum development and implementation. Their work ethic must demonstrate that they are organized and a self-starter, able to take initiative. Position will involve travel. For more information and resume submission, please contact SECC General Educational Administration, Director-Assistant Amy Cornwall at [amy.cornwall@seccsda.org](mailto:amy.cornwall@seccsda.org).

### **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**

### **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.

### **LA SIERRA UNIVERSITY SDA CHURCH**

**Office Assistant. Part-time (20 hrs. per week).** Seeking a qualified candidate to assist in the church office. Duties include, but are not limited to answering phones, project support for pastoral and administrative staff, and general clerical tasks. Position requires basic computer skills including a working knowledge of Adobe InDesign & Adobe Photoshop. Prior office experience preferred. For information or to submit a resume, please e-mail Steve Hemenway at [shemenway@lsuchurch.org](mailto:shemenway@lsuchurch.org)

### **LAGUNA NIGUEL SDA CHURCH**

**Outreach Coordinator/Bible Worker. Full-time.** The Laguna Niguel SDA Church is seeking a dynamic and dedicated Outreach Coordinator/Bible Worker. This position consists of coordinating church evangelism, giving Bible studies and training church members to give Bible studies and interest coordination. Candidate must have excellent marketing and outreach skills. The starting time for this position is summer 2017. For more information, call our church office at (949) 495-0311 or send us a copy of your resume to [laguna.niguel.sda@gmail.com](mailto:laguna.niguel.sda@gmail.com).

### **PALM DESERT OASIS SDA CHURCH**

**Secretary. Part-time. (15-20 hours per week).** Starts mid-June 2017; computer expertise, including PowerPoint. Schedules for multiple groups on busy campus. Able to assist in the church office with the correspondence, phone calls, general clerical tasks and to be able to work with diverse persons. Flexible for other tasks, as needed. For information, contact Pastor Greg at (760) 568-0809 or the church office at [office@palmdesertoasis.com](mailto:office@palmdesertoasis.com)

### **REDLANDS SDA CHURCH**

**Maintenance Supervisor. Part-time.** Seeking a qualified candidate for maintenance/building supervisor. Skills needed are general knowledge of building maintenance and the ability to learn lighting systems, heating & air conditioning, security systems, etc. For more information and a detailed task list, please contact Shelli Watkins, Office Manager. You may email your resume to [shelli@redlandschurch.com](mailto:shelli@redlandschurch.com) or call the Redlands Church office at (909) 793-6337.

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## CHURCHES (Cont.)

### THAI SDA CHURCH

**Ministry Coordinator/Bible Worker. Part-time.** The Thai SDA Church in Redlands is seeking for an experienced Ministry Coordinator/Bible Worker to assist the Senior Pastor with the youth and young adult ministry. To get more information, please call Pastor Sunny Wilamart at (909) 528-0825 or email [swilamart@gmail.com](mailto:swilamart@gmail.com)

### 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, Camp Director at (951) 659-4131.

### ADVENTIST MEDIA CENTER

11291 Pierce Street

Riverside, CA 92505

**Payroll Accountant. Full-time.** Adventist Media Ministries Treasury Dept. is seeking a full-time Payroll Accountant. A minimum of a Bachelor's degree in accounting is required and two years of experience is preferred. Our offices are located in Riverside, California. For more information, please contact the Human Resources Dept. at (805) 955-7715 or [hr@sdamedia.com](http://sdamedia.com) or you may visit <http://www.adventistmediacenter.com/article/46/employment/jobline> for more information.

### 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)**