

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

July 31, 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>

SCHOOLS (2017-2018 School Year)

AZURE HILLS CHILDRENS CENTER

Pre-School Teacher. Part-time. Azure Hills Children's Center is seeking for a fun-loving, energetic candidate who loves working with children ages 2-5. Candidate requires 12 core units in Early Childhood Education. Interested candidates must submit resume to azurehillsschildrenscenter@yahoo.com

CALEXICO MISSION SCHOOL

Secondary English Teacher. Full-time. Calexico Mission School, the largest Adventist mission school in North America, seeks to fill the position of full-time Secondary English Teacher. This position requires teaching a couple of courses in the Middle School division. Ideal candidates should be committed educators who are able to creatively meet the educational needs of English learners in the regular classroom and have a passion for sharing Christ with non-SDA teenagers. We are looking for an individual who can embrace the local culture and who works well with colleagues. Teaching experience is preferred and the candidate should have current (or be able to obtain) NAD certification. Interested candidates must submit resumes to Oscar Olivarría, Principal at principal@calexicomissionschool.org

DESERT ADVENTIST SCHOOL

1st & 2nd Grade Teacher. Full-time. Desert Adventist School is looking for a passionate teacher who is organized and relational. The teacher will be responsible for teaching a combination for grades 1 and 2. If interested and would like more information, please send application and resume to Eugene Bartlett, Principal at wbartlett@desertadventistacademy.org

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 and application to Evelyn Fowler, Vice Principal, Finance at efowler@lasierra.academy.

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 wk. 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

LOMA LINDA ACADEMY

Advancement Assistant. Full-time. Strong customer service, data processing and organizational skills required. Relevant experience in institutional advancement strongly preferred. Candidate will maintain the integrity of the constituent database, process all donations, and provide administrative support for the Advancement office. Candidate will also oversee mailings, support Advancement department events, and handle special projects as needed. Experience working in a constituent database (e.g. Raiser's Edge or similar) is a plus. Please submit résumés to Desiree Quijano at dquijano@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 Brettbacher at (909) 796-0161, Ext. 3700 or mbrettbacher@lla.org

Maintenance Worker/Plant Services Dept. Full-time. Classified Position. 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 Brettbacher at (909) 796-0161, Ext. 3700 or mbrettbacher@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 Brettbacher at (909) 796-0161, Ext.3700 or mbrettbacher@lla.org

MESA GRANDE ACADEMY

Day Care Supervisor. Part-time, Non-benefit eligible. (Monday thru Thursday from 1:30 p.m. to 6:00 p.m.)

Mesa Grande Academy is actively looking for a Day Care Supervisor with a loving and patient personality with excellent and punctual attendance. He/she must sincerely enjoy working with students from grades K-6 who understands appropriate discipline processes and is comfortable administering it with love; and who can provide structured and non-structured activities for students. Candidate must have an observant personality, be safety minded, and enjoy interacting with parents. Candidate will check students in and out – for safety, legal and charging purposes and supervise to ensure proper student interactions by all students. For information, please contact Alfred Riddle, Principal at (909) 795-1112 or email alfred.riddle@mgak-12.org

Receptionist/Office Assistant. Part-time. Mesa Grande Academy is seeking a half-time receptionist/office assistant to join our administrative team. This position requires skills in interacting with visitors, students, parents and staff. It would be desirable for the candidate to have the following qualifications:

Good Communication Skills - people-friendly personality, telephone communication skills, verbal/writing skills;

Current Computer and Technology Skills - Microsoft Office 2003-(especially Word and Excel), Corel WordPerfect X3, advanced copier production skills, network telephone skills; **Multi-tasking Abilities in a Busy Educational Environment** – organization skills; **Ability to Administer Basic First-aid; Finances** - Ability or willingness to work with finances.

Specific in-house training will be provided. There is a possibility that this position could increase to 70% time. For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222 or email Alfred.riddle@mgak-12.org

Transitional Kindergarten Teacher. Part-time. Mesa Grande Academy is looking to hire a 70% time Transitional Kindergarten teacher for the 2017-2018 school year. The position would work closely with our current Kindergarten teacher in both a team teaching environment as well as a separate classroom environment. The teacher must LOVE to work with younger students and their parents. If interested, please contact Alfred Riddle at alfred.riddle@mgak-12.org or at (909) 855-5193.

ORANGEWOOD ACADEMY

Teacher's Aide. Part-time. (18 hrs. per week/position with no benefits, to begin August 23, 2017). Looking for a responsible individual to work under the direction of the teacher with lower elementary grade students in a multi-grade 3rd/4th and 5th/6th classrooms and after school care. Prior experience working with children, highly desired. Total of 18 hours per week when school is in session (4.5 hrs. per day, Monday-Thursday) Please e-mail resume to Elizabeth Muñoz, Principal at 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, call Audry Railey, Director at (714) 534-4694, Ext. 661.

REDLANDS ADVENTIST ACADEMY

Teacher Aide. Part-time. (11.5 hrs/wk). Seeking a caring and nurturing individual to work as a classroom aide and provide campus supervision. Experience working with children in an educational setting is desired. If interested, please submit resume and application to Iveth Valenzuela, Principal at ivalenzuela@redlandsacademy.org

Transitional Kindergarten/Kindergarten Teacher. Full-time. Looking for a candidate who is energetic, nurturing and creative; the ideal candidate will also have strong instructional and interpersonal skills. Candidate should have or be able to obtain teaching certification. If interested please submit resume and application to Iveth Valenzuela, Principal at ivalenzuela@redlandsacademy.org

SAN ANTONIO CHRISTIAN SCHOOL

4TH – 8TH Grade Teacher. Combined Classroom. Full-time. Seeking a candidate who is flexible, energetic and creative. NAD elementary credential is required. Would be preferable to have Science and Math experience, as well as background with older elementary for possible team-teaching opportunity. Caring instructional, managerial skills and good communication skills are a plus. Send resumes or contact Dr. Michael Conner, at Michael.Conner@seccsda.org or call (951) 509-2308.

SAN DIEGO ACADEMY

TK/Kindergarten Teacher. Full-time. Looking for a creative, enthusiastic, experienced TK/Kindergarten teacher for the upcoming school year. You will teach students at varied levels of development and build in them a strong foundation for future success. While academic growth is important, you will also nurture students to advance socially, physically and morally. We strive to create a loving, nurturing classroom environment that welcomes parents to engage in frequent, open communication. Please send your resume to Nic Lindquist at principal@sdacademy.com

ELL Teacher. Part-time. Looking to fill a part-time, hourly position for a high school ELL teacher who will also teach a UC approved Art Appreciation class. Applicants should have a valid NAD teaching certificate and experience in the ELL classroom. The job will primarily consist of offering English language classes to Chinese and Vietnamese students. While these students are advancing in their English, the teacher should also be prepared to deepen students' familiarity with American culture. A warm, inviting personality and the ability to connect with people from other cultures is a must. Please submit your resume to Nic Lindquist at principal@sdacademy.com

VICTOR VALLEY SDA SCHOOL

Teacher Grades 4TH – 8TH. Full-time. Victor Valley SDA School is looking for a passionate teacher who is organized and relational. The teacher will be responsible for teaching grades 4 – 8 in all subject areas. If interested and would like more information, please send application and resume to Stephen Zurek, Associate Superintendent of Schools at Stephen.Zurek@seccsda.org.

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

TREASURY DEPARTMENT

Jr. Accountant. Full-time. The SECC Treasury Department is seeking a qualified candidate to assist in the Treasury department. Duties include, but are not limited to, department support, accounts payable, accounts receivable, cash handling, bank reconciliations, cash flows, project research, and other general staff duties. Position requires a **Bachelor's of Business in Accounting** and basic computer skills which includes a working knowledge of Microsoft Excel and Word. Good communication skills and the ability to maintain confidences is also required. For more information and to schedule an appointment for testing, please contact Abby Chuquimia, Human Resources Assistant, at (951) 509-2351 or (951) 509-2352.

CHURCHES

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

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.

SAN DIEGO SOUTH BAY SDA CHURCH

Janitor. Part-time (5-11 hrs. per week). For more information, please call (619) 944-9202 or email dmilescarrington@yahoo.com

Secretary. Part-time (15-19 hrs. per week). For more information, please call (619) 944-9202 or email dmilescarrington@yahoo.com

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

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.

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**