

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

August 15, 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>

SOUTHEASTERN CALIFORNIA CONFERENCE OFFICE

HISPANIC MINISTRIES DEPT.

- **Administrative Secretary. Full-time, Non-Exempt.** Supports the Vice-President of Hispanic Ministries. Requires competence in event planning, website management, correspondence and office management. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, Adobe Premiere and be willing to learn new applications as necessary. Experience with graphic art, social media, and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills is necessary. Candidate must be able to handle multiple projects with overlapping deadlines simultaneously. For more information, or to submit a resume and set up a time for testing, please contact Abby Chuquimia, Human Resources Assistant at 951-509-2351 or e-mail abby.chuquimia@seccsda.org

YOUTH DEPARTMENT/PINE SPRINGS RANCH SUMMER CAMP

- **Administrative Secretary. Full-time, Non-exempt.** Assists and supports the assistant camp director in delivering an organized, efficient, and meaningful camp experience for hundreds of guests each season. The ideal candidate will have experience in customer care & service, task management, guest registration services, and be able to work in coordination with our seasonal staff to accomplish the goals of camp. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, InDesign, Adobe Premiere Suite and be willing to learn new applications as required. Experience with graphic art, social media, and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills is preferred. Candidate must be able to handle multiple projects with overlapping deadlines simultaneously. For more information please contact Jeremy Cruz at Jeremy.Cruz@seccsda.org to submit a resume and set up a time for testing, please contact Abby Chuquimia, Human Resources Assistant at 951-509-2351 or e-mail abby.chuquimia@seccsda.org

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

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 e-mail swilamart@gmail.com

WESTMINSTER GOOD SAMARITAN SDA CHURCH

- **Outreach Director. Full-time Non-exempt.** Outreach Director. Full-time, Non-Exempt. The Outreach Director is responsible for establishing and maintaining a culture of young adult engagement through the Outreach and Marketplace initiatives at Westminster Good Samaritan SDA Church. Candidate must have excellent communication, outreach, and entrepreneurial skills. Previous young adult ministry and business management experience preferred. For more information and to submit a resume, please contact Abby Chuquimia, Human Resources Assistant, at (951) 509-2351 or e-mail abby.chuquimia@seccsda.org

PINE SPRINGS RANCH (year round)

- **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.

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 azurehillsschoolscenter@yahoo.com

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, 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, Finance Vice Principal 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, Finance Vice Principal at efowler@lasierra.academy

LAGUNA NIGUEL JUNIOR ACADEMY

- **Teacher's Aide. Part-time. (25 hrs. per week/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, Almibar Cruz at LNJA1977@gmail.com
- **2ND & 3RD Grade Teacher. Full-time.** Laguna Niguel Jr. Academy is seeking an energetic, caring and creative teacher who loves working with children. Our ideal candidate should be committed and demonstrate a positive attitude toward teamwork. The teacher will be responsible for teaching a combination of 2ND and 3RD grade. Please e-mail resume to principal Almibar Cruz 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 resumes to Desiree Quijano at dquijano@lla.org
- **Assistant Plant Services Director. Full-time, Exempt.** Responsible for directing building maintenance and grounds operations. Supervises maintenance and grounds employees, including student employees. Interfaces with vendors and utility services. High school diploma required. Knowledge and expertise using Microsoft Office suite software, 1-2 years facilities management experience, and 3-5 years of experience in one or more construction trades (e.g., HVAC, electrical, carpentry, masonry, plumbing, mechanical) required. A certificate in one or more trades is preferred. Interested applicants should submit a SECC employment application and a resume to Mark Brettnacher, Plant Services Director at MBrettnacher@lla.org or by fax to (909) 796-4582.

MESA GRANDE ACADEMY

- **Day Care Supervisor. Part-time, Non-benefit eligible. (Monday thru Thursday from 1:30 pm to 6:00 pm)** 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 e-mail 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 e-mail alfred.riddle@mgak-12.org

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 information, 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.

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.

SOUTHERN NEW ENGLAND CONFERENCE
34 Sawyer Street, P.O. Box 1169
South Lancaster, MA 01561-1169

- **Associate Youth Director. Southern New England Conference.** Supports the youth ministries efforts of the Southern New England Conference by developing the ministries of the youth department, which include young adult ministries, public campus ministries, youth federations, Adventurers, Pathfinders, Medical Cadets, and family ministries within the church, training leaders, and integrating young adults and youth into church life and outreach.

Click on the link for the job description:

<https://drive.google.com/file/d/0B99xKFRA8WFxbzJQbIFaY183Vmg2Sk8zdG9IZV9SLVFLTjXhR/view>

Please forward resume to: Jose R. Alarcon, Executive Secretary: जारcon@sneconline.org
or Milton Marquez, Youth Director: miltonmarquez@comcast.net

- **Assistant Camp Ranger at Camp Winnekeag.** To assist camp Manager/ Ranger in keeping the camp safe, looking its best, and meeting the needs of groups that use the camp year-round.

For more information on where to send your resume and job qualifications, click link below:

<http://www.snecyouth.com/wp-content/uploads/2017/07/Assistant-Camp-Ranger-Qualifications.pdf>

Please forward resume to Jose R. Alarcon, Executive Secretary: जारcon@sneconline.org

NOTIFY ABBY CHUQUIMIA (HUMAN RESOURCES) WHEN POSITIONS ARE FILLED
(951) 509-2351 or abby.chuquimia@seccsda.org