# JOB OPPORTUNITIES
## Southeastern California Conference of Seventh-day Adventists
### October 2, 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

**BLACK MINISTRIES DEPARTMENT/ COMMITMENT DEPARTMENT**

- **Administrative Secretary. Full-time, Non-Exempt.** Works with the Vice-President of Black Ministries and the Director of Commitment; 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 communication skills is necessary. Candidate must be able to handle multiple projects with overlapping deadlines simultaneously. To submit a Resume and an Employment Application, contact Abby Chuquimia, Human Resources Assistant at 951-509-2351 or e-mail abby.chuquimia@seccsda.org

**HISPANIC MINISTRIES DEPARTMENT**

- **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. To submit a Resume and an Employment Application, contact Abby Chuquimia, Human Resources Assistant at 951-509-2351 or e-mail abby.chuquimia@seccsda.org

**OFFICE OF EDUCATION**

- **Associate Superintendent. Full –time. Starting date: July 1, 2018.**
  Seeking candidate with Master's degree and current SDA credentials; five years of administrative experience as a principal or superintendent with eight or more preferred. Applicants with K-12 SDA experience preferred. Duties may include, but are not limited to assisting the superintendent in providing administrative support to schools in a variety of areas across the education spectrum, which will include Early Childhood Education Centers (ECEC), experience in working with ECEC's preferred. For more information, contact Don Dudley, Superintendent at (951)509-2306 or don.dudley@seccsda.org

**YOUTH DEPARTMENT/PINE SPRINGS RANCH SUMMER CAMP**

- **Secretary. Full-time, Non-exempt.** Assists and supports the Youth Ministries Department and Pine Springs Ranch Summer Camp. Job includes 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 Rudy Carrillo at rudy.carrillo@seccsda.org or Carmen Ibañez at director@pinespringsranch.org. To submit a Resume and an Employment Application, contact Abby Chuquimia, Human Resources Assistant at 951-509-2351 or e-mail abby.chuquimia@seccsda.org

# CHURCHES

**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 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

# 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 or e-mail director@pinespringsranch.org

# SCHOOLS
## (2017-2018 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, 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

**MESA GRANDE ACADEMY**

- **Morning Day Care Supervisor. Part-time, Non-benefit eligible. (Monday thru Thursday from 6:45 am to 8:15 am)** Mesa Grande Academy is actively looking for a Morning 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. For information, contact Alfred Riddle, Principal at (909) 795-1112 or e-mail alfred.riddle@mgak-12.org ***(Friday afternoon day care from 12:30 pm - 4:30 pm could also be a part of this job, if available)***

**ORANGEWOOD ACADEMY**

- **Teacher's Aide. Part-time. (18 hrs. per week, non-benefit eligible).** 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 or kathi.christenson@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.

## 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/0B99xKFRA8WFxbzJQblFaYl83Vmg2Sk8zdG9lZV9SLVFLTXhR/view

  Please forward resume to: José R. Alarcón, Executive Secretary: jalarcon@sneconline.org or Milton Márquez, 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 José R. Alarcón, Executive Secretary: jalarcon@sneconline.org

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