JOB OPPORTUNITIES
Southeastern California Conference of Seventh-day Adventists
December 12, 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

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

CRESTLINE SDA CHURCH

- **Custodian. Part-time.** Seeking a qualified candidate to perform general and specific custodial duties at the Crestline SDA Church. For information, please contact the church office at (909) 338-5848.

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

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)

CALEXICO MISSION SCHOOL

- **Bible Teacher for Grades 7th – 12th. Full-time.** Calexico Mission School (CMS), the largest and longest running SDA mission school in the NAD, is seeking a Bible teacher for grades 7 – 12. This position is for the second semester of this school year, which starts on January 22, 2018. CMS is a school for approximately 260 students. Due to its location, which is right along the California/Mexico border, about 85% of students who attend CMS are from Mexicali, Mexico. Also, about the same percentage of students is non-Adventist. Thus, the right candidate must have a passion for sharing Christ with young people, as well as the ability to do so effectively working with English learners in a classroom setting. The ideal candidate will also have NAD Certification and at least two years of experience teaching Bible at either the middle or high school level. If interested, please contact (760) 357-3711 Ext. 204 or send resume to Oscar Olivarria, Principal at oolivarria@calexicomissionschool.org

CHILDREN'S DISCOVERY CENTER

- **ECE Teacher. Part-time.** Children's Discovery Center located in Riverside is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units.

- **ECE Teacher's Aide. On-Call.** For information on these two positions, please contact Laura Parker, Director at (951) 781-3621.

LA SIERRA ACADEMY

- **Maintenance Worker II/Maintenance Director. Full-time.** Prior experience in a large school or other large facility required. Self-starter with prior general knowledge of electrical, plumbing, construction, grounds and irrigation required. Tractor and mowing equipment prior knowledge of service and use. 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 extended hours that may be required. Some knowledge of Microsoft Word and Excel and e-mail desired. Experience supervising student workers and maintenance/janitorial staff. Please send completed employment application and resume to Evelyn Fowler at efowler@LSAK12.COM

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. (24 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 homework assistance program. Prior experience working with children, highly desired. Total of 24 hours per week when school is in session (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 ECU 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 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 WHEN POSITIONS ARE FILLED
(951) 509-2351 or abby.chuquimia@seccsda.org