

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists
September 20, 2018

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

AUDITING DEPARTMENT

- **Auditor. Full-time.** Seeking a qualified candidate to perform audits of churches and schools within Southeastern California Conference. BS degree in Accounting or Finance and 2+ years auditing experience required. MBA in accounting/finance or CPA is preferred. Successful candidate will have the ability to function well in a team environment and be able to relate well with diverse groups. For information, contact the Human Resources Department at (951) 509-2351.

HUMAN RESOURCES DEPARTMENT

- **Human Resources Generalist. Full-time. Non-Exempt.** This position will work under the direction of the HR director in the areas of local church and summer ministry employment processing. This position will also be involved with employee training, and working with conference policies and wage and hour laws. Applicant must be detail oriented, work well in a team environment, and have the ability to work with confidential information. Bachelor's degree (BA/BS) or equivalent and three years related experience and/or training in Human Resources is desired. For more information contact the Human Resources Department at (951) 509-2356 or abby.chuquimia@seccsda.org.

PROPERTY SERVICES DEPARTMENT

- **Clerk. Part-time.** Seeking a candidate to perform clerical duties including data entry, scanning and filing. Requires basic computer skills, attention to detail, reliable attendance and good language skills. Some flexibility with work scheduling. If interested, please contact the Human Resources Department at (951) 509-2351 during morning hours for an employment application.

CHURCHES

RELOVE SDA CHURCH

- **Engagement Coordinator. Full-time.** The ReLove SDA Church is looking to hire a full-time Engagement Coordinator who will be responsible for overseeing and resourcing the ReLove member engagement model that begins with attracting potential members and ends with the development of spiritual coaches. Candidate must have excellent communication skills and have a proven record of executing plans. Previous discipleship ministry and marketing experience required. For more information and to submit a resume, please email Pastor Seth at pastorseth@me.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 contact 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 (2018-2019 School Year)

AZURE HILLS CHILDREN'S CENTER

- **Preschool Teacher. Part-time. 25 hrs./wk.** Azure Hills Children's Center is seeking a fun-loving, energetic candidate who loves working with children ages 2-5. Twelve (12) core units in Early Childhood Education preferred. Please submit resume azurehillschildrenscenter@yahoo.com to **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 more information on these two positions, please contact Laura Parker, Director of the Children's Discovery Center at (951) 781-3621.

LAGUNA NIGUEL JR. ACADEMY

- **Primary Grade Teacher. Full-time.** Laguna Niguel Jr. Academy is seeking a full-time primary grade teacher to begin immediately. The academy currently has four teachers in grades K-10 and is looking for a fifth teacher to compliment the program currently in place. Candidates should possess denominational certification. The ideal candidate would also be an enthusiastic and dedicated team player with strong communication skills and a high degree of academic knowledge. Please, e-mail your resume, references and cover letter to Bill Arnold at bill.arnold@seccsda.org

LOMA LINDA ACADEMY

- **Lunch/Afterschool Supervisor. Part-time.** Loma Linda Academy Elementary is looking for responsible and caring people to help supervise with lunch time supervision and afterschool supervision. Responsibilities include supervising and helping students during lunch time, monitoring student safety during playground time, and helping students walk to their cars during dismissal. This would be a 7-13 hour/week part-time position. Please contact Clayton Koh, Vice Principal, at ckoh@lla.org for additional information.
- **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 information, contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext. 3700 or e-mail mbrettnacher@lla.org.

MESA GRANDE ACADEMY

- **Morning and Afternoon Driver(s). Part-time – 19 hrs/wk.** Mesa Grande Academy is actively looking for a flexible driver(s) with a safe driving record, CPR/First Aid Certifications (or willingness to obtain certification), to cover morning and/or afternoon transportation of students to and from the Hemet and the Desert areas:
 - Prior to School (M-F, 5:45 am - 8:15 am) Transport students from Hemet or Desert areas followed by study hall supervision for early arrival students.
 - After School day (M-Th. 3:45 pm - 5:15 pm or 4:30 pm - 6:00 pm on lab days; Fridays from 12:45 pm - 2:15 pm or 1:45 pm - 3:15 pm on lab days, transport students to Hemet or Desert areas.For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or e-mail your resume to alfred.riddel@mgak-12.org.

ORANGEWOOD ACADEMY

- **Teacher's Aide/Lunch Supervisor. Part-time.** Orangewood Academy is looking for day-care worker for an elementary teacher's aide and lunch supervisor. Possibly after school study hall supervisor. Approximately 10-12 hours. Experience working with young children in a school setting highly desired. For information, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com.
- **IT Support. Part-time.** Ensure all IT support issues are resolved promptly to a high level of service. Support a MAC lab and PCs, Desktops and iPads on campus Ensure that you maintain proficiency in a wide range of technology education products/platforms. For information contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com.
- **Maintenance Worker. Part-time.** Orangewood Academy is looking for a person with knowledge in general maintenance and custodial work. Self-starter, work is primarily Monday-Friday. For information, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com.

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

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