

# JOB OPPORTUNITIES

**Southeastern California Conference of Seventh-day Adventists**

**October 16, 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

### EDUCATION DEPARTMENT

- **Sr. Office Assistant. Full-time.** To assist the Associate Superintendent of Finance. BA degree or 5 years related experience or equivalent combination of education and experience. Computer literacy in programs including Microsoft Word, Excel, PowerPoint, Outlook and Publisher is necessary. Will need to learn RenWeb School Management Software upon hire. Knowledge of Quick Books preferred. Must be organized, detailed and a team player. For more information, please contact Rachael Gil, Administrative Assistant/Registrar at (951) 509-2319.

### TREASURY DEPARTMENT

- **Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties primarily data entry, filing and mailing. Requires basic computer and math skills, attention to detail, reliable attendance, fast and accurate 10-key data entry. Good language skills and the ability to maintain confidences required. Some flexibility with work scheduling. If interested, contact Abby Chuquimia at the Human Resources Department during morning hours at (951) 509-2351 to schedule an appointment for testing.

## 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 [pastorsest@me.com](mailto:pastorsest@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](mailto: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](mailto:director@pinespringsranch.org).

# SCHOOLS

## (2018-2019 School Year)

### CHILDREN'S DISCOVERY CENTER

- **ECE Teacher's Aide. On-Call.** For more information, please contact Laura Parker, Director of the Children's Discovery Center at (951) 781-3621.
- **Preschool Teacher. Full-time.** Must have 12 core units in Early Childhood Education. Please send resume to [cdc0178@gmail.com](mailto:cdc0178@gmail.com) or call Laura Parker, CDC Director at (951) 781-3621.

### LA SIERRA ACADEMY

- **First Grade Elementary Teacher. Full-time.** La Sierra Academy-Elementary is currently seeking a teacher for an immediate opening in a thriving first grade program for the remainder of the 2018-2019 school year. The ideal candidate would have denominational certification, experience in primary grades, as well as a love for young children, and is committed to a Seventh-day Adventist educational program. Please contact Principal Dr. Michael Conner at [mconner@lsak12.com](mailto:mconner@lsak12.com) or (951) 351-1445 Ext. 215
- **La Sierra Academy Head Principal/High School Principal. Beginning July 2019.** La Sierra Academy is currently seeking applications for a TK-12 Head Principal, as well as High School Principal. The ideal candidate would have experience in both elementary and high school teaching and/or administration, hold denominational certification with an administrative certificate, as well as 3-5 years administrative experience. La Sierra Academy is a thriving and growing TK-12 school near La Sierra University. The location of the school offers great opportunities for collaboration with La Sierra University. The school also has a strong international program. The school is seeking an enthusiastic and committed leader to guide the TK-12 faculty in a shared vision and program. The school is looking for someone who cares deeply about youth. This person needs to possess excellent verbal and written communication skills with teachers, parents and constituents. This person will also serve to lead the administrative team which consists of an Elementary Principal, Elementary Vice Principal, Jr. High Principal/High School Vice Principal and Business Manager. Please send resume, cover letter, and references to William Arnold, Associate Superintendent of Schools at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org)

### 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](mailto:bill.arnold@seccsda.org)

### LOMA LINDA ACADEMY

- **High School Principal. Full-time.** Loma Linda Academy is looking for an experienced administrator to lead out in the High School program at LLA for the 2019-2020 school year. Responsibilities include the supervision of a staff of about 25 teachers and the education of over 400 students. The HS Principal also supervises the Vice-Principal and the Registrar. The High School is one of four schools that make up Loma Linda Academy and therefore requires that the Principal be able to work well as a member of an administrative team cooperating in a program that shares a budget, facilities, faculty at times, and support staff. MA, at least, and administrative credentials required. Please direct questions and applications to Doug Herrmann, Headmaster, at [dherrmann@lla.org](mailto:dherrmann@lla.org).
- **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](mailto:ckoh@lla.org) for additional information.
- **SIS (Student Information System) Platform Manager. Full-time.** The Loma Linda Academy IT Department is looking for an experienced SIS administrator. The ideal candidate will have at least 1-3 years of SIS experience with knowledge of Blackbaud's SIS, a real plus. A bachelor's degree is expected. This person will be responsible for supporting the entire suite of Blackbaud applications that Loma Linda Academy is using. The nature of the responsibilities will necessitate that this person will have great customer service and communication skills, as this person will interface with a diverse end-user population. For information, please contact IT Director Jack Davis at (909) 796-0106 Ext. 3225 or by e-mail at [jdavis@lla.org](mailto:jdavis@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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:kathi.christenson@seccsda.org)

**NOTIFY ABIGAIL CHUQUIMIA WHEN POSITIONS ARE FILLED**  
(951) 509-2351 or [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)