

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

November 27, 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

### 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](mailto:abby.chuquimia@seccsda.org).

## CHURCHES

### GARDEN GROVE SDA CHURCH

- **Office Administrator. Full-time.** Looking for an Office Administrator to assist the church in supporting the mission & ministry of Garden Grove SDA Church as a ministry team member, working with the Senior Pastor, Pastoral Team and Church Board in the areas of policy development, facilities management, ministry staff communication and general office administration. For information, please contact Silvino Briceño at (714) 534-1987.

### PALM DESERT OASIS SDA CHURCH

- **Maintenance/Groundskeeper. Part-time (up to 29 hrs. per week, with some benefits).** Looking for an experienced person with knowledge of electrical, heating/ac, plumbing, construction, mowing, irrigation, etc. Self-starter, work is primarily Monday-Friday with some flexibility for weekend emergencies or rare extended hours. For more information, please contact church office or Pastor Paul Savino at (760) 568-0809 to submit employment application and/or resume.

### REDLANDS SDA CHURCH

- **Maintenance Supervisor. Part-time.** Seeking a qualified candidate for maintenance/building supervisor. Skills needed are general knowledge of building maintenance and the ability to learn lighting systems, heating & air conditioning, security systems, etc. Also willing to learn simple audio and projection. For more information and a detailed task list, please contact Shelli Watkins at the Redlands Seventh-day Adventist Church office (909) 793-6337 or send your resume to [shelli@redlandschurch.com](mailto:shelli@redlandschurch.com).

### 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](mailto: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](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.

### **LA SIERRA ACADEMY**

- **Business Manager. Full-time.** La Sierra Academy is a college prep school located next to La Sierra University. The Academy is seeking an experienced Business Manager for the School Year 2019-2020 with first-hand knowledge of school finances and accounting. The candidate must be able to prepare, with the office staff, a monthly report and be able to articulate to the board the financial position of the school. The ideal candidate will have several years of experience in the financial field and hold a degree in finance, accounting, CPA or MBA. Interested individuals should contact William Arnold at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org).
- **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)
- **TK-6 Principal. Full-time.** La Sierra Academy is looking for an individual to lead its elementary (TK-6) in all aspects of the elementary program, for the School Year 2019-2020, which includes instructional leadership, team building, financial management, and program implementation. The ideal candidate will have experience in administration on the elementary level and preferably a master's degree or higher as well as denominational certification and an Administrator's Certificate. La Sierra Academy is a thriving college prep school next to La Sierra University. We are looking for a candidate that can interact effectively with a K-12 Administrative team. The school also desires a greater partnership with La Sierra University in future teacher development and programming. Interested candidates should submit resume and application to Bill Arnold at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org).

### **LAGUNA NIGUEL JR. ACADEMY**

- **School Secretary/Treasurer. Part-time – 19 hrs./week.** Laguna Niguel Jr. Academy is seeking a school Secretary/Treasurer. The ideal candidate would also be an enthusiastic and dedicated team player with strong communication skills. Computer literacy in programs such as Microsoft Word, Excel, Power Point, Goggle docs, etc. Knowledge of Accounting using Quick Books. The candidate will be trained for RenWeb School Management Software upon hire. Please e-mail your resume and cover letter to [Inja1977@gmail.com](mailto:Inja1977@gmail.com)

## LOMA LINDA ACADEMY

- **5<sup>th</sup> Grade Teacher. Full-time.** Loma Linda Academy is looking for a teacher to finish off the school year starting November 26, 2018. We are searching for a teacher who loves Jesus Christ and loves working with kids, nurturing them physically, academically, spiritually, and socially. Candidates should be great team players who enjoy collaborating with a team of professional educators. A Bachelor's Degree, SDA Teaching Credential and active membership at an SDA church are required. Teaching experience is preferred. Please send resumes and completed SECC employment application to Ronald Trautwein at [rtrautwein@lla.org](mailto:rtrautwein@lla.org).
- **Admissions Coordinator. Full-time.** Seeking a qualified candidate who is passionate about Adventist education at Loma Linda Academy. Will be responsible for managing an efficient and detailed process of guiding prospective families from inquiry through to enrollment. Qualities desired are strong communication skills and knowledge or background in public relations/marketing/recruitment. Interested candidates, please contact Joni Woodhouse, Director of Advancement and Admissions at [jwoodhouse@lla.org](mailto:jwoodhouse@lla.org).
- **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).
- **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).
- **ESL Teacher/International Program Coordinator/Recruitment. Full-time.** Mesa Grande Academy is seeking an ESL Instructor/International Program Coordinator and Marketing Specialist to work with our International Program as well as some domestic recruitment starting the 2<sup>nd</sup> semester of the 2018-2019 school year. This full-time position will be best filled by a candidate holding multi-subject and/or secondary teaching credentials, and who has training in the area of marketing and recruitment as well. Job opportunities include teaching selected English proficiency development classes, coordinating our international student program, and the recruitment of international and domestic students. Candidates must have the skills and talents to positively motivate students in the development of English language proficiency and exhibit credible people skills. Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795- 1112 Ext. 222 or email [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org).

## ORANGEWOOD ACADEMY

- **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).

## REDLANDS ACADEMY

- **K-12 Administrative Secretary. Hourly-12 Month Position/Full-time.** This position is responsible for a variety of administrative and clerical duties necessary to the daily operation of the school office. The ideal candidate will have extensive knowledge of Microsoft Suite applications, proficiency with Google Calendar and Google Docs, superior customer service and interpersonal skills, the ability to manage multiple tasks, is organized and attentive to details. Please address resumes and questions to Iveth Valenzuela, Principal at [ivalenzuela@redlandsacademy.org](mailto:ivalenzuela@redlandsacademy.org)

## SAN DIEGO ACADEMY

- **San Diego Academy. Full-time.** San Diego Academy is looking for a dedicated, caring, hard-working 2<sup>nd</sup> Grade Teacher for the second semester (January-June) of the 2018-2019 school year. Applicants should have a degree in elementary education and a current teaching credential with preference given to experienced applicants. To apply, please send your resume to the principal, Nic Lindquist, at [principal@sdacademy.com](mailto:principal@sdacademy.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)