JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

January 22, 2019

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 qualified candidate to perform audits of churches and schools within Southeastern California Conference. B.S. 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 more information, please contact the Human Resources Department at (951) 509-2352.

CHURCHES

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.

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 and application, please call Carmen Ibañez, Camp Director at (951) 659-4131 or e-mail 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.

LOMA LINDA ACADEMY

- **Grounds Technician. Full-time.** Loma Linda Academy is looking for a person who could be responsible for the maintenance and care of lawns, flowerbeds, shrubs, trees and planters. Must have the ability to operate grounds equipment and drive vehicles and maintain grounds equipment. Must be able to move work tools, supplies and equipment up to 75 lbs. to locations on campus. Basic computer skills and good interpersonal skills are required. Must have High School Diploma or equivalent. Please contact Mark Brettnacher, Plant Services Director at (909) 796-0161, Ext. 3700 or e-mail at mbrettnacher@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

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.

SCHOOLS
(2019-2020 School Year)

CALEXICO MISSION SCHOOL

- **High School Science Teacher. Full-time.** Calexico Mission School is the largest and longest running mission school in the North American Division and is located on the U.S./Mexico border. The school serves predominantly a non-SDA constituency, which provides a wonderful opportunity to introduce our unique SDA perspective of God to students. Our average class size is 20 students. It is not unusual to have a couple of English learners as part of the group. CMS values critical thinking, hard work, and an approach to science through the prism of God as Creator. Therefore, we are seeking to hire an educator committed to establishing an academic culture that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about "educating the hand, the heart, and the mind" of students, please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to principal@calexicomissionschool.org

  REQUIRED QUALIFICATIONS: Applicants must be able to teach courses in Biology, Chemistry, Anatomy and Physiology, as well as conduct the corresponding labs. The ideal candidate will also have a denominational endorsement to teach Science at the secondary level. Must have the legal right to work in the United States and be able to provide evidence of that right if employed. Please send a resume (including 3 references with e-mail addresses and phone numbers), philosophy of education and a copy of your current NAD teaching certificate with the proper endorsements.

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.

- **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

- **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.

LOMA LINDA ACADEMY

- **Junior High Principal. Full-time.** Loma Linda Academy is seeking an experienced credentialed administrator who has shown successful school leadership and an ability to work collaboratively with a team of educators. Responsibilities include the daily leadership in the spiritual, academic, physical, and social aspects of student learning on a campus of 190 seventh and eighth graders. Please submit resume by Monday, February 18, 2019 to Douglas Herrmann, Headmaster, at dherrmann@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.

ORANGEWOOD ACADEMY

- **High School Science Teacher. Full-time.** Orangewood Academy is located in Garden Grove, CA, just a few miles from the beach and from Disneyland. We are seeking to hire an educator committed to establishing an academic culture that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence. If you are a creative educator with a missionary mindset wanting to be a part of a team of passionate teachers who are intentional about helping students grow academically, spiritually, physically and socially, contact Elizabeth Muñoz Beard, Principal at (714) 534-4694 or send resume to emunoz@orangewoodacademy.com. REQUIRED QUALIFICATIONS: Applicants must be able to teach courses in Biology, Chemistry, Physics, Anatomy and Physiology, as well as conduct the corresponding labs. The ideal candidate will also have a denominational endorsement to teach Science at the secondary level. Must have the legal right to work in the USA and be able to provide evidence of that right if employed. Please send a resume including three (3) references with e-mail addresses and phone numbers.

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