

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists September 5, 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>

CONFERENCE OFFICE

YOUTH DEPARTMENT

- **Youth Clerk. Part-time. 19 hrs/wk.** Seeking customer service oriented individual with excellent oral and written communication. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, QuickBooks and be willing to learn new applications as needed. Must be able to handle multiple projects with overlapping deadlines simultaneously. Duties will consist of, but not limited to, answering the phones, inventory control and sales, assisting Pathfinder & Adventurer leaders and clerical work. Must be able to lift 20 lbs. Cash handling experience desired. Bilingual (English/Spanish) desired. There will be some flexibility with work scheduling. If interested, please submit an employment application to abby.chuquimia@seccsda.org; and contact Abby Chuquimia, HR Assistant at (951) 509-2351 during the morning hours, 8:30 am – 1:00 pm, to set up a time for clerical testing.

CHURCHES

CORONA SDA CHURCH

- **Church Secretary. Part-time, benefit eligible position.** Seeking candidates with excellent customer service and the ability to work independently and cooperatively with pastoral staff and volunteers, and maintain confidences. Knowledge of Word Processing and Spreadsheets required. For information contact Pastor Gary Taber at (951) 741-9159.

PALM DESERT OASIS SDA CHURCH

- **Maintenance/Groundskeeper. (.75 time to Full-time).** 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.

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.

PINE SPRINGS RANCH (Year Round)

- **PSR Food Service Director. Full-time.** Pine Springs Ranch Christian Youth and Retreat Center in the San Jacinto mountains seeks a full-time food service director. This position manages hospitality through serving meals to our retreat guests and summer camp campers. The position is responsible for supervision, training, menu planning, budget management, product ordering, food preparation and other food service related duties. Successful candidates will have the ability to function in a team environment and will work with diverse ethnic groups. A Bachelor's degree in food service, cuisine or similar major and three years of experience desired; or equivalent combination of education and experience may be considered for non-degree qualified individuals. For information or to submit an application and resume contact the Human Resources Department at (951) 509-2351.

- **PSR Assistant for Food Service Director. Full-time.** Pine Springs Ranch Christian Youth Camp and Retreat Center is seeking a qualified person to serve as an assistant director in our food service department. Position is responsible for assisting the food service director in supervision, training, menu planning, budget management, product ordering, food preparation, and other food service related duties. Persons applying for this position 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. A bachelor's degree in food service, cuisine, or similar major and one year education and experience in food service production, service sanitation and staff supervision may be considered for non-degree qualified individuals. Position is a full-time salary position. For further information and complete job requirements, or to submit a resume, please call Carmen Ibañez at (951) 569-4131.

SCHOOLS (2019-2020 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

- **Admissions Assistant. Full-time.** Seeking a qualified candidate who has a passion for customer service and helping families. He/she must have a passion for Adventist education. Will be responsible for communicating with families, processing files, and recruitment activities. Preferred candidates will be skilled in communicating, relationship-building, problem-solving and customer-service relations. Interested candidates, please e-mail jwoodhouse@lla.org with your resume and application.
- **Assistant Plant Services Director. Full-time.** Responsible for directing and supervising 5-6 Plant Services staff in the daily building maintenance and grounds operations of the Plant Services Department. Also supervises a crew of student employees working in the department. You will direct the activities of department workers engaged in facility repair and maintenance duties, train new and current employees, assign daily tasks to each employee and verify those tasks have been completed. You will also interview candidates for staff positions, evaluate job performance and recommend hiring, promotions, and disciplinary decisions, up to and including termination actions. Other duties include inspecting the campus, responding to alarm calls during off-hours, and interfacing with vendors and utility services. The successful candidate will have a high school diploma, knowledge and expertise using Microsoft Office suite software, 1-2 years facilities management experience, and 3-5 years in one or more construction trades (e.g., HVAC, electrical, carpentry, masonry, plumbing, mechanical). A certificate in one or more trades is preferred. Must have the ability to work independently and have skills in organization and communication with staff of various cultures and ethnicities. Please ask for our detailed job description to see all of the responsibilities and requirements. Must be a member of the Seventh-day Adventist church. This is a full-time, salaried, classified position. Interested applicants should submit an SECC application and resume to Mark Brettnacher, Plant Services Director, to MBrettnacher@lla.org or by fax to (909) 796-4582.
- **Crossing Guard and Lunch Supervisor. Part-time.** Loma Linda Academy is looking for a part-time Crossing Guard and Lunch Supervisor to help keep our kids safe. Applicants should be Seventh-day Adventist, love Jesus and love working with kids. Please send applications and resumes to the principal and vice principal at rtrautwein@lla.org and ckoh@lla.org
- **Kids' University Assistant Director. Full-time.** Loma Linda Academy's before and after school care program is seeking a patient, flexible, and dedicated Seventh-day Adventist Christian with a passion for children's care and learning for a full-time hourly Assistant Director position. Responsibilities will include the daily use of a PC computer and a proprietary database system. He or she must also possess the ability to speak confidently with parents regarding KU programs, scheduling, and student disciplinary issues. The candidate must be able to implement discipline strategies, organize and direct activities, and supervise staff. The candidate must also be eligible to drive school vans. The assignment will also include assisting in an elementary classroom. Please submit resume and application to Karen Mowery at kmowery@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 on this job, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222 or e-mail your resume to alfred.riddle@mgak-12.org

ORANGEWOOD ACADEMY

- **Business Manager. Full-time.** Orangewood Academy is currently seeking to hire an experienced Business Manager that will directly oversee all business operations for the institution. The position is 12-months, with benefits including medical and retirement. Our school uses the Adventist Accounting Software International (AASI) system. The candidate will need to work in collaboration with the Principal, Board and the Office of Education to develop and implement the management of all finance related activities for the school. Orangewood Academy is located in Garden Grove, CA near beaches and Disneyland. We have a preschool (Sunrise Christian Preschool) and we are a K-12 WASC accredited institution. To learn more about our fantastic school visit us at www.orangewoodacademy.com. Candidate must have a love for the mission of Adventist Education and in making a difference in the lives of youth. Have experience with accounting and business management. Have a Master's Degree in Accounting or Business. Must be eligible to be employed in the United States. Have strong people skills and be a team player. Must be an active member in good standing of the Seventh-day Adventist Church. Additionally, he/she must have a demonstrated ability to use appropriate data in decision-making. Has had involvement with institutional fundraising and development. Experience with diverse student populations a plus. Fingerprint and background check clearance is required. Resume should include phone numbers and e-mails of at least three current references, including current principal or superintendent, if applicable. Interested individuals should e-mail their resume and application to Winston Morgan at principal@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 when positions are filled
(951) 509-2351
abby.chuquimia@seccsda.org