JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

January 8, 2020

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

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.

SECC – YOUTH DEPARTMENT

- **Secretary. Full-time.** Seeking a qualified individual to assist and support the PSR Assistant Camp Director to deliver an organized, efficient, and meaningful camp experience for hundreds of guests each season. The ideal candidate will have experience in customer care and service, task management, guest registration services and be able to work in coordination with our seasonal staff to accomplish the goals of camp. Must be proficient in Microsoft Word, Access, Excel, PowerPoint, InDesign, Adobe Premiere Suite and be willing to learn new applications as required. Experience with graphic art, social media, and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills is also preferred. Candidate must be able to handle multiple projects with overlapping deadlines simultaneously. For more information contact Jeremy Cruz at Jeremy.Cruz@seccsda.org and to submit a resume/application and set up a time for clerical testing, contact Abby Chuquimia, Human Resources Assistant at (951) 509-2351 or e-mail abby.chuquimia@seccsda.org

SECC – MINISTERIAL DEPARTMENT

- **Secretary. Full-time.** Seeking a qualified individual to support the Ministerial Department. This position performs routine office duties and creates correspondence and spreadsheets to track department functions. Plans and markets training events for pastors and creates brochures and other marketing materials for events. Maintains website and maintains a social media platform for the department. To submit a resume and an application and set up a time for clerical testing, contact Abby Chuquimia, Human Resources Assistant at (951) 509-2351 or e-mail abby.chuquimia@seccsda.org

CHURCHES

LOMA LINDA UNIVERSITY SDA CHURCH

- **UReach Kitchen Prep Cook. Full-time.** The UReach Kitchen is looking for a prep cook to assist in preparing meals for the UReach Café and Meals on Wheels. The candidate must be able to take direction and work in a fast pace environment. This individual will be responsible of food preparation and other food service related duties. Must have previous experience in kitchen work and be able to take and pass a food handlers test. Successful candidates will have the ability to function in a team environment and will work with diverse ethnic groups. For more information or to submit an application, please contact the UReach office at (909) 796-8357.

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.

PINE SPRINGS RANCH
(Year Round)

- **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)

CALEXICO MISSION SCHOOL

- **English Teacher for Grades 7-12. Full-time.** Calexico Mission School is looking for a qualified individual with a heart for service and passion for teaching. This is a full-time position for the remainder of the 2019-2020 school year. The responsibilities include teaching Language Arts for grades 7-8 and all four sections of High School English. Candidates must be committed SDA educators with the ability to relate to both middle school and high school students, possess a high level of energy and creativity and be able to establish positive relationships with students, parents, and colleagues. Applicants must have the legal right to work in the United States and be able to provide evidence of that right if employed. The ideal candidate will also have a Bachelor's Degree, denominational endorsement to teach English and classroom experience. If interested, 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 to principal@calexicomissionschool.org. For any further questions, please contact Oscar Olivarria, Principal at (760) 357-3711, Ext. 204.

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

- **Bookkeeper/Accountant. Part-time.** Starting January 2020, La Sierra Academy is seeking an Accountant to perform all accounting functions in the Business office that relates to the general ledger, payroll, human resources and accounts payable. BA/BS degree in Accounting or Business Management strongly desired. For more information, contact Corinne Robinson, Vice Principal of Finance at (951) 351-1445 Ext. 205. You may e-mail your resume/application at cfrobinson@lsak12.com or by faxing it to (951) 689-3708.

- **Homework Assistance Helper. Part-time.** La Sierra Academy is seeking an aide to run Homework Assistance Program, (HAP) an after school quiet study hall (Grades 7-12). Must be able to help students stay on task and provide basic homework assistance. This may include coordinating H.S. and College tutors for Math and Science. Hours are Mon – Thurs 3-5 pm and Friday 1-3 pm. For information, please contact LSA Principal, Elizabeth Muñoz Beard at emunoz@lsak12.com

LOMA LINDA ACADEMY

- **Administrative Assistant. 12 Month Position/Hourly, Full-time.** Loma Linda Academy High School is seeking a qualified candidate to work as a team with the high school office administration and staff. This position provides clerical and other support to the high school principal. Assists students and parents, updates the website and assists with meetings, graduation, and other various events. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, is organized and attentive to details. Please send cover letter, resume and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal at ivalenzuela@lla.org

- **Interim Vice-Principal for Elementary School (TK-6th) Full-time.** We are seeking an experienced, credentialed interim Vice-Principal to serve in the Elementary School from January 2020 to June 2020. Looking for an individual who loves Jesus Christ, who will love and nurture our TK – 6th students, will work collaboratively with the elementary teachers and staff, and will fulfill assigned administrative functions. If you believe you are such a person, please submit a cover letter, resume and SECC employment application to Ronald Trautwein, Elementary Principal at rtrautwein@lla.org

- **Desktop Support Technician. Full-time, Hourly.** Position responsible for providing desktop support to the Academy's Mac, Windows, Chromebook, IOS devices, printers, carts, and audio visual devices. Proficiency with Microsoft Office Suite, Windows and Mac operating systems would be helpful. Good interpersonal skills are required. Must have High School diploma or equivalent. Please contact Jack Davis, IT Director, at (909) 796-0161, Ext. 3325 or 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 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

SCHOOLS
(2020-2021 School Year)

LOMA LINDA ACADEMY

- **Junior High Principal. Full-time**. We are 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 and SECC Employment Application to Douglas Herrmann, Headmaster, at dherrmann@lla.org

MESA GRANDE ACADEMY

- **Music Program Instructor and Coordinator. Full-time**. Mesa Grande Academy is seeking a music instructor and coordinator to lead and inspire the students in our TK-12th grade music program beginning in the 2020-2021 school year. We have the privilege of having a strong music program that includes choral and hand bell instruction and performance led by one of the premier music teachers in the SDA Education system. With his retirement, we are looking for the person who can guide and continue the tradition of excellence in music instruction in this very important part of our education program. Candidates for this position must hold current music teaching credentials. Ability to play piano and/or other musical instruments is strongly desired. Knowledge of music theory, music history, and musical performance is a prerequisite. Duties would include choral and hand bell music instruction for grades TK-12, and leadership of our music program, working closely with our band instructor. If you are interested in exploring this opportunity, please submit a resume or curriculum vitae summary to the principal of Mesa Grande Academy, Mr. Alfred Riddle, at alfred.riddle@mgak-12.org Contact by telephone may be made at (909) 855-5193(cell) or (909) 795-1112 (office). Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment.

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