

# **JOB OPPORTUNITIES**

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

### **January 10, 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**

### **PLANNED GIVING & TRUST SERVICES DEPT.**

- **Trust Management Assistant. Full-time. Non-Exempt.** Assists and supports Trust Officer in the management of trust related files. Candidate must have compassionate heart for the elderly, and must be able to communicate effectively and professionally with diverse types of people. Must display patience, care and be ministry oriented. Job requires strong set of computer skills, including Microsoft Word, Excel, Outlook plus InDesign. Word Perfect is a definite plus. Position requires ability to multi-task, prioritize, strong organizational & analytical abilities, along with an eye for details. Candidate needs be able to work independently with minimal supervision or with other as required. Knowledge of real estate and estate planning law a plus. Notary commission will be required to be completed soon after hiring. For more information, please contact Reyna Escobar at [Reyna.Escobar@seccsda.org](mailto:Reyna.Escobar@seccsda.org) To submit a Resume and an Employment Application, contact Abby Chuquimia, Human Resources Assistant at (951) 509-2351 during morning hours, or e-mail [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)

### **YOUTH DEPARTMENT/PINE SPRINGS RANCH SUMMER CAMP**

- **Secretary. Full-time, Non-exempt.** Assists and supports the Youth Ministries Department and Pine Springs Ranch Summer Camp. Job includes delivering an organized, efficient, and meaningful camp experience for hundreds of guests each season. The ideal candidate will have experience in customer care & 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 preferred. Candidate must be able to handle multiple projects with overlapping deadlines simultaneously. For more information please contact Rudy Carrillo at [rudy.carrillo@seccsda.org](mailto:rudy.carrillo@seccsda.org) or Carmen Ibañez at [director@pinespringsranch.org](mailto:director@pinespringsranch.org). To submit a Resume and an Employment Application, contact Abby Chuquimia, Human Resources Assistant at (951) 509-2351 or e-mail [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)

## **CHURCHES**

### **CRESTLINE SDA CHURCH**

- **Custodian. Part-time.** Seeking a qualified candidate to perform general and specific custodial duties at the Crestline SDA Church. For information, please contact the church office at (909) 338-5848.

### **LAGUNA NIGUEL SDA CHURCH**

- **Outreach Coordinator/Bible Worker. Full-time.** The Laguna Niguel SDA Church is seeking a dynamic and dedicated Outreach Coordinator/Bible Worker. This position consists of coordinating church evangelism, giving Bible studies and training church members to give Bible studies and interest coordination. Candidate must have excellent marketing and outreach skills. The starting time for this position is summer 2017. For more information, call our church office at (949) 495-0311 or send us a copy of your resume to [laguna.niguel.sda@gmail.com](mailto:laguna.niguel.sda@gmail.com)
- **Youth/Music Leader. Full-time.** Laguna Niguel SDA Church has an opening for a Youth/Music Leader who must have experience leading youth and proficiency in music. This is a local hire, but must meet the conference standards. This position includes benefits package. Come join our staff in this lovely coastal area with a large young vibrant church. Send your resumes to [laguna.niguel.sda@gmail.com](mailto:laguna.niguel.sda@gmail.com) We will be receiving resumes thru the end of January 2018. For more information, call (949) 495-0311.

## 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 (2017-2018 School Year)

### CHILDREN'S DISCOVERY CENTER

- **ECE Teacher. Part-time.** Children's Discovery Center located in Riverside is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units.
- **ECE Teacher's Aide. On-Call.** For information on these two positions, please contact Laura Parker, Director at (951) 781-3621.

### LA SIERRA ACADEMY

- **Maintenance Worker II/Maintenance Director. Full-time.** Prior experience in a large school or other large facility required. Self-starter with prior general knowledge of electrical, plumbing, construction, grounds and irrigation required. Tractor and mowing equipment prior knowledge of service and use. Experience working with vendors or company representatives. Ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required due to weekend emergencies and extended hours that may be required. Some knowledge of Microsoft Word and Excel and e-mail desired. Experience supervising student workers and maintenance/janitorial staff. Please send completed employment application and resume to Evelyn Fowler at [efowler@LSAK12.COM](mailto:efowler@LSAK12.COM)

### MESA GRANDE ACADEMY

- **K-12 Physical Education Teacher. Full-time.** Mesa Grande Academy is seeking a full-time, qualified Physical Education teacher beginning with the 2018-2019 school year.

Duties will include:

Physical Education for Grades K-6  
Physical Education for Grades 7-12 working with Athletic Director  
Teacher of Health Course  
Co-Sponsor for High School class  
Organization and upkeep of PE materials and apparatus

Candidate must show be able to encourage and motivate students in positive ways as they help students learn the benefits of life-long physical movement. 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 e-mail your Resume to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)

### SUNRISE CHRISTIAN PRESCHOOL – A Division of Orangewood Academy

- **ECE Teacher. Part-time. (20-30 hrs. per week).** Sunrise Christian Preschool in Orange County is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units. For information, please call Audry Railey, Director at (714) 534-4694, Ext. 661
- **ECE Teacher's Assistant Aide. Part-time.** Seeking a candidate with a minimum of 12 ECU units with at least one year of classroom experience. For information, call Audry Railey, Director at (714) 534-4694, Ext. 661

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