

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

### February 8, 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 Officers 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)

## CHURCHES

### 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.

### 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.

## 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)

### CALEXICO MISSION SCHOOL

- **3<sup>rd</sup> Grade Substitute Teacher. Part-time (with the possibility of full-time employment for the remaining of the 2017-2018 school year).** The position requires the following responsibilities:
  - Ability to establish a positive learning climate for students
  - Create lesson plans and modify them accordingly
  - Grade papers and maintain grade book
  - Ability to communicate well with parents
  - Spanish is not required, but is a plus

Calexico Mission School is the largest and longest running mission school in the North American Division. We serve predominantly non-SDA constituency, which provides an opportunity to introduce a unique perspective of God to children. The current 3<sup>rd</sup> grade class is a small self-contained group with 15 bright students, a couple of whom are English learners. For further information, please contact Oscar Olivaria, Principal at [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org) or (760) 357-3711.

### 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

- **Teacher's Aide/Yard Supervisor. Part-time.** Seeking a candidate to assist the assigned teacher in all areas of the daily classroom routine, including assisting children and preparing classroom materials. Supervision of children outdoors and in before/after school care. Prior experience working as a Teacher's Aide or in a school setting working with elementary students highly desired. Please send completed employment application and resume to Evelyn Fowler at [efowler@LSAK12.com](mailto:efowler@LSAK12.com)

### LOMA LINDA ACADEMY

- **Chief Development Officer. Full-time.** Seeking a qualified candidate who is experienced in fundraising. The candidate must have a passion for Adventist education. Will be responsible for implementing and managing all fundraising activities. Also responsible for organizing alumni relation efforts. Interested candidates, please contact Joni Woodhouse, Director of Advancement at [jwoodhouse@lla.org](mailto:jwoodhouse@lla.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)

# SCHOOLS

## (2018-2019 School Year)

### LOMA LINDA ACADEMY

- **Choral Director/Teacher Grades 7-12. Full-time.** Seeking an experienced, credentialed teacher with an endorsement in choral music. Job includes teaching Jr. High and High School choirs, Music Appreciation and planning performance tours. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles and a desire to work with teenagers. For more details, contact principal Datha Tickner at [dtickner@lla.org](mailto:dtickner@lla.org) or (909) 796-0161 no later than March 1, 2018.
- **High School Principal. Full-time.** Loma Linda Academy is looking for an experienced administrator to lead out in the High School program at Loma Linda Academy for the 2018-2019 school year. Responsibilities include the supervision of a staff of about 25 teachers and the education of over 400 students. The High School 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). Resumes accepted through April 16, 2018

### MESA GRANDE ACADEMY

- **K-12 Physical Education Teacher. Full-time.** Mesa Grande Academy is seeking a full-time, qualified female 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)

### SAN DIEGO ACADEMY

- **High School English Teacher. Full-time.** San Diego Academy is seeking a high school English teacher who can plan and implement an engaging, student-centered, differentiated curriculum. Experienced teachers with a strong record of high student achievement are preferred. Applicants should be willing to work as part of a team to help students grow both inside and outside of the classroom. The position entails teaching all levels of high school English and other classes within the applicant's certification. For more information or to submit a resume, please contact Nic Lindquist at [principal@sdacademy.com](mailto:principal@sdacademy.com)
- **Music Teacher. Full-time.** San Diego Academy is searching for a full-time music teacher to direct concert band, choir, chorale and hand bells. Duties include:

Organizing church visits, two yearly concerts, a music tour, and other performances  
Maintaining and overseeing school instruments  
Fostering the development of elementary students' musical talents  
Delivering University of California A-G approved coursework  
Encouraging students to love music  
Attending conference music festivals  
Fundraising for the program and conscientiously administering its budget  
Being willing to contribute to the school community in varied aspects

Above all, applicants should have a love for music and a desire to teach young people to use their gifts to praise God. For more information or to submit a resume, please contact Nic Lindquist at [principal@sdacademy.com](mailto:principal@sdacademy.com)

## **ADVENTIST MEDIA CENTER**

- **Staff Accountant. Full-time. Temporary (non-exempt).** The applicant will be responsible for a variety of accounting duties. The assigned duties will be selected from the following categories and may change depending on organizational needs: deposit tracking, donation imports, cash receipt posting, wires, cash reports, reconciliations and other duties as assigned. Minimum of an Associate Degree in accounting and two years prior accounting experience is preferred. Must possess strong interpersonal skills and work well with people. Proficiency in keyboard skills. Also strong analytical and problem solving skills. Must be able to handle multiple projects while meeting deadlines. Must be accurate, organized and detail oriented. Work within a Microsoft Windows environment, and know Microsoft Word and Excel programs. Must have ability to learn new software related to work needs. Demonstrates ability to reach decisions and follows through within scope of responsibility as defined by the job description. Flexible under deadline pressures. If interested, please contact the AMC Resources Department at (805) 955-7715.

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