# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

## July 18, 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

**AUDITING DEPARTMENT**

- **Auditor. Full-time.** Seeking a qualified candidate to perform audits of churches and schools within Southeastern California Conference. BS 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 information, contact the Human Resources Department at (951) 509-2352.

**COMMUNICATION DEPARTMENT**

- **Communication Specialist. Full-time.** The Conference Communication Dept. is looking for a trained and experienced communicator. The candidate needs to be able to write and edit news stories, as well as manage multiple communication projects at the same time. A Communication degree and prior work experience are required. For more information, contact the Human Resources Department at (951) 509-2351.

**OFFICE OF EDUCATION**

- **College Student Worker. Part-time.** Seeking a candidate to perform clerical duties including answering phones, data entry, filing, and mailing. Requires basic computer skills; attention to detail; reliable attendance; good language skills and the ability to maintain confidences required. Some flexibility with work scheduling. For more information, contact the Human Resources Dept. at (951) 509-2351.

# CHURCHES

**RELOVE SDA CHURCH**

- **Church Secretary. Part-time.** The ReLove SDA Church is looking for an experienced church secretary who loves people and loves God. This person is responsible for providing clerical support to the church and ministry leaders and to present a positive image to those who contact the church by phone or in person. The candidate needs to be a self-starter, who has the ability to multiply-task, and who works well with Apple and Microsoft products. Furthermore, he/she needs to model the beliefs and standards of the worldwide Seventh-day Adventist Church. If interested, send resume to Info@relovechurch.org

- **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 an application, please call Carmen Ibañez, Camp Director at (951) 659-4131 or e-mail director@pinespringsranch.org

# SCHOOLS
# (2018-2019 School Year)

**AZURE HILLS CHILDREN'S CENTER**

- **Preschool Teacher. Part-time. 25 hrs./wk.** Azure Hills Children's Center is seeking a fun-loving, energetic candidate who loves working with children ages 2-5. Twelve (12) core units in Early Childhood Education preferred. Please submit resume to azurehillschildrenscenter@yahoo.com

**CALEXICO MISSION SCHOOL**

- **PE Teacher/Athletic Director. Full-time.** Calexico Mission School values positive relationships, sportsmanship, discipline, and hard work. Therefore, we are seeking to hire an educator committed to establishing a Christ-centered athletic culture for students that fosters these traits. Applicants need to be active members of the SDA Church. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow and always seeking to inspire students to achieve excellence without compromising Christian values. Must be qualified to teach physical education for grades 7-12 and have the proper organizational skills to manage the athletic program. The ideal candidate will also have a denominational endorsement to teach Bible 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. 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, 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 Oscar Olivarria, Principal at (760) 357-3711 x204 or e-mail principal@calexicomissionschool.org

**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

**DESERT ADVENTIST ACADEMY**

- **1st & 2nd Grade Teacher. Full-time.** Desert Adventist Academy located in Palm Desert, California is looking for a Christ centered, warm and nurturing person to teach grades 1 & 2 combination classroom. Special Ed experience preferred. Please contact William Bartlett, Principal at (760) 902-8769 or e-mail wbartlett@desertadventistacademy.org

**EL CAJON CHRISTIAN SCHOOL**

- **5th – 8th Grade Teacher. Full-time.** El Cajon Christian School is looking for a motivated enthusiastic self-starter to teach grades 5-8 in a two teacher small school setting. The school is in a wonderful setting just outside of San Diego with a highly supportive constituency and church. Applicants should hold denominational certification. For more information, contact Bill Arnold, Superintendent Associate, or send application and resume to bill.arnold@seccsda.org

**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 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 year of experience in the financial field and hold a degree in finance, accounting, CPA or MBA. Interested individuals should contact William Arnold, Superintendent Associate at bill.arnold@seccdsda.org

- **Elementary Vice-Principal (TK-6). Full-time.** La Sierra Academy is a college prep school located next to La Sierra University. The Academy is seeking an experienced educator who is passionate and knowledgeable about curriculum. This individual must have strong interpersonal skills and have demonstrated working well with students, parents and teachers and possess strong communication skills. The ideal candidate will have a Master's degree and Administrative Certificate. Interested individuals should contact William Arnold, Superintendent Associate at bill.arnold@seccsda.org

- **1st Grade Teacher. Full-time.** Seeking a dynamic credentialed teacher to join La Sierra Academy. The ideal candidate will have experience in teaching lower elementary. Need to be able to work with a team of other educators in the same grade level. Must have a love for kids and for this age group. Good classroom management and solid instructional skills are essential. Please submit a letter of interest, your resume with references and a completed copy of the SECC application to Dr. Michael Conner at mconner@lsak12.com

- **6th Grade Teacher. Full-time.** La Sierra Academy is seeking applications for a 6th Grade Teacher in a team teaching set up. Seeking a candidate who is flexible, relational, energetic and creative. NAD elementary credential is required. Would be preferable to have Science and Math experience, as well as team-teaching experience. Caring, instructional, managerial skills and good communication skills are a plus. Please submit a letter of interest, your resume with references and a completed copy of the SECC application to Dr. Michael Conner at mconner@lsak12.com

- **7th – 12th Physical Education and Health Teacher. Full-time.** Seeking a female, credentialed Physical Education teacher to teach girls' and coed P.E. This person may also serve as Assistant Athletic Director for grades 7-12. Must have secondary certification in Physical Education. Please submit resume and a copy of completed SECC employment application to Walter Lancaster, HS Principal at kchronister@lsak12.com

**LOMA LINDA ACADEMY**

- **Administrative Secretary to the Headmaster. Hourly-12 Month Position/Full-time.** Responsibilities include correspondence, maintaining agendas and minutes for meetings, keeping personnel records, calendar coordination, hospitality, and other tasks as assigned. Skills required include keyboarding and ability to work professionally in the Microsoft Office programs. Able to adopt quickly other programs needed for the position. The candidate must be an organized self-starter with initiative, able to work independently, and interact with all people in a gracious, principled manner. The position is twelve month full-time hourly. A minimum of three years in similar employment required. Address resumes and questions to Douglas Herrmann, Principal at dherrmann@lla.org

- **Assistant Maintenance Director. Full-time.** Looking for a person that would be responsible for directing and supervising the Plant Services staff in the daily building maintenance and grounds operations of the Plant Services Department. Also will be in charge of supervising a crew of student employees working in the department. If interested please e-mail resume to Mark Brettnacher, Director of Plant Services at mbrettnacher@lla.org

- **School Nurse. Part-time.** Loma Linda Academy is looking for a registered nurse who loves Jesus Christ and loves working with kids. Candidates should be great team players who enjoy working with students, teachers, and staff. They should be able to treat students with care, concern, and tenderness as they are injured or ill. Responsibilities include: providing leadership in planning and implementing health services; maintaining up-to-date and accurate records as part of students' cumulative folders; conferring with teachers and parents regarding children's health in relation to wellness, growth, and development; assisting in the control of communicable diseases by informing parents; providing first aid treatment for student injuries; administering medications to students with chronic and acute illnesses; maintaining records on all procedures and activities for continuous program evaluation; and collaborating with teachers in providing educational activities in areas such as sex education and drug use/abuse. Please send resumes and completed SECC employment applications to Ronald Trautwein, Principal at rtrautwein@lla.org

**MESA GRANDE ACADEMY**

- **Morning Day Care Supervisor/Aide. Part-time – 10 hrs/wk., possible increase in time base or need.** We are actively and immediately looking for a flexible person to cover Morning Day Care Supervision and Teacher's Aide duties for the current school year as follows:

  Prior to School (M-F, 6:45 am – 8:00 am) Supervise students prior to start of the school day.
  During School day (M-F, 8:00 am – 9:00 am) Work as a Teacher's Aide for K-8th grades.

  For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222, (909) 855-5193 (cell) or e-mail your Resume to alfred.riddle@mgak-12.org

- **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

**ORANGEWOOD ACADEMY**

- **IT Support. Part-time.** Ensure all IT support issues are resolved promptly to a high level of service. Support a MAC lab and PCs, Desktops and iPads on campus Ensure that you maintain proficiency in a wide range of technology education products/platforms. For information contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com

- **Maintenance Worker. Full-time.** Orangewood Academy is looking for an experienced person with knowledge of electrical, heating/ac, plumbing, construction, mowing, irrigation and custodial work. Self-starter, work is primarily Monday-Friday. For information, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com

**REDLANDS ADVENTIST ACADEMY**

- **Instructional Coach with possibility of becoming Vice-Principal. This is a 12 month position starting July 1, 2018.** Seeking an experienced educator who is passionate and knowledgeable about curriculum as evidenced by the successful implementation of research based best teaching practices. This individual must have strong interpersonal skills and a master's degree in education. Administrative/leadership experience highly desired. Please submit cover letter and resume to Iveth Valenzuela, Principal at ivalenzuela@redlandsacademy.org

**SAN DIEGO ACADEMY**

- **Music Teacher. Full-time.** San Diego Academy is searching for a full-time music teacher to direct concert band, choir, chorale and handbells. Duties include: organizing church visits, two yearly concerts, a music tour, as well as 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. Must be 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, Principal at principal@sdacademy.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

## LA SIERRA UNIVERSITY

- **Dean of the Division of General Education.**
  The Office of the Provost at La Sierra University invites applications for a half-time position as the Dean of the Division of General Education to begin in July 2018. As an administrator, the Dean is responsible for the General Education program at La Sierra University, including supervision of the Director of the Honors Program and the Director of Service Learning. The Dean will participate in the review and hiring of faculty members who will be awarded joint appointments in one of the University's schools or the College and who will hold a secondary appointment in the Division of General Education. The Dean will also chair the Division's Curriculum Committee and other relevant committees. For information contact Jill Rasmussen at (951) 785-2425 or contact jrasmuss@lasierra.edu

**PLEASE, NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED AND CANDIDATE EMPLOYMENT APPLICATIONS WITH APPLICANT SCREENING FORMS HAVE BEEN MAILED TO HUMAN RESOURCES**
**(951) 509-2351**
**abby.chuquimia@seccsda.org**