JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

August 13, 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) 509-2351.

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

REDLANDS SDA CHURCH

- **Church Receptionist/Office Assistant. Part-time.** The primary role of the Redlands Church Receptionist/Office Assistant is to support the ministry of the church. This requires positive interaction with the public, with members, with ministry leaders, and with the pastors. Needs to be able to work with Apple and Microsoft products, and be willing to learn Planning Center and ProPresenter software. If interested, please contact Shelli@redlandschurch.com

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

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 more information on these two positions, please contact Laura Parker, Director of the Children's Discovery Center at (951) 781-3621.

LA SIERRA ACADEMY

- **Receptionist. Part-time. 4-6 hrs/day.** Seeking a candidate to perform receptionist duties. This person would be responsible for answering phones, greeting and assisting individuals entering the Elementary front office. Requires basic computer skills; attention to detail; reliable attendance; good language skills and the ability to maintain confidences. He/she needs to model the beliefs and standards of the Seventh-day Adventist Church. If interested, please send resume to vkarsten@lask12.com or call (951) 351-1445 and ask for Victoria Karsten.

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

- **Elementary Teacher. Full-time.** Loma Linda Elementary is looking for a teacher who loves Jesus Christ and loves working with kids, nurturing them physically, academically, spiritually and socially. Candidates should be great team players who enjoy collaborating with a team of professional educators. A Bachelor's Degree, SDA Teaching Credentialed, and active

membership at an SDA church are required. Teaching experience is preferred. Please send resumes and completed SECC employment applications to Clayton Koh at ckoh@lla.org

- **2nd Grade Teacher's Aide (15-20 hrs.wk.) & Crossing Guard (7 hrs.wk.) Part-time.** Loma Linda Academy is looking for a 2nd Grade Teacher's Aide and Crossing Guard.
  The **Teacher's Aide** should have a love for students and be able to work with the teacher to create a positive learning environment for students. This includes monitoring student learning, working with struggling students, grading papers, supervising students during break periods and organizing classroom papers and materials. This position will require 15-20 hours a week.
  The **Crossing Guard** should be someone with a friendly demeanor who can help keep students safe as they cross the main road on campus between the elementary and high school campuses. This position will require 7 hours a week.

- **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

- **Security Guard/Maintenance Dept. Part-time with option to Full-time.** Available immediately. Job duties include patrolling grounds and building, regulating flow of traffic and maintaining safety of pedestrians and vehicles, securing gates, doors and storage areas, responding to security violations and writing reports, completing a log book of daily activity and other duties as assigned by the Plant Services Director. Works with LLU Campus security as needed. Must be able to move work tools, supplies and equipment up to 60 lbs. to locations on campus. Applicant should have outstanding communication skills and a general knowledge of computers. High School education or equivalent. For information, contact Plant Services Director, Mark Brettnacher at (909) 796-0161, Ext. 3700 or e-mail mbrettnacher@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

- **Day Care Worker. Part-time. (5-10 hrs./wk.)** Orangewood Academy is looking for a day-care worker for morning and afternoon daycare. Approximately 5-10 hours. Experience working with young children in a school setting highly desired. For information, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com

- **1st Grade Teacher. Full-time.** Seeking a dynamic credentialed teacher to join Orangewood 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 Elizabeth Muñoz Beard at emunoz@orangewoodacademy.com

- **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. Part-time.** Orangewood Academy is looking for a person with knowledge in general maintenance and custodial work. Self-starter, work is primarily Monday-Friday. For information, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com

- **Music Teacher. Full-time.** Orangewood Academy is looking for a music teacher that would be able to teach Pre-K – 12th Grade in the areas of choir, high school music appreciation and handbell choir. You would also need to put together a Winter and Spring program and preferably be able to prepare for the H.S. Choir Tour in the Spring. This is a full-time position. Desired Experience: Able to organize music programs. Versed in music theory, choir and handbells. Certified in music. If interested, please contact Elizabeth Muñoz Beard, Principal at emunoz@orangewoodacademy.com

- **Spanish Teacher for High School. Part-time.** Orangewood Academy is looking for a Spanish teacher to teach High School Spanish 1 and Spanish 2. For information, contact Elizabeth Muñoz Beard, principal at emunoz@orangewoodacademy.com

REDLANDS ADVENTIST ACADEMY

- **Cashier. Part-time.** Seeking a qualified candidate to work 22 hours per week, Monday through Thursday. Position requires strong MS Excel skills. Candidate must be detail oriented, have the ability to multitask and work well under stress in a fast-paced environment. Strong written and verbal communication skills and excellent customer service required. Experience in a school setting highly desirable. Please submit resume to Luisa Desia at ldesia@redlandsacademy.org

- **TK-K Teacher's Aide. Part-time, approximately 10 hours per week**. Experience working with young children in a school setting highly desired. If interested, please submit resume to Iveth Valenzuela at ivalenzuela@redlandsacademy.org

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 CHUQUIMIA WHEN POSITIONS ARE FILLED

(951) 509-2351
abby.chuquimia@seccsda.org