JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

November 12, 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

TREASURY DEPARTMENT

- **Church Receipting Clerk. Part-time.** Seeking a candidate to perform clerical duties primarily data entry, filing and mailing. Requires basic computer and math skills, attention to detail, reliable attendance, fast and accurate 10-key data entry. Good language skills and the ability to maintain confidences required. Some flexibility with work scheduling. If interested, contact Abby Chuquimia at the Human Resources Department during morning hours at (951) 509-2351 to schedule an appointment for testing.

CHURCHES

GARDEN GROVE SDA CHURCH

- **Office Administrator. Full-time.** Looking for an Office Administrator to assist the church in supporting the mission & ministry of Garden Grove SDA Church as a ministry team member, working with the Senior Pastor, Pastoral Team and Church Board in the areas of policy development, facilities management, ministry staff communication and general office administration. For information, please contact Silvino Briceño at (714) 534-1987.

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.

RELOVE SDA CHURCH

- **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)

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

- **La Sierra Academy Head Principal/High School Principal. Beginning July 2019.** La Sierra Academy is currently seeking applications for a TK-12 Head Principal, as well as High School Principal. The ideal candidate would have experience in both elementary and high school teaching and/or administration, hold denominational certification with an administrative certificate, as well as 3-5 years administrative experience. La Sierra Academy is a thriving and growing TK-12 school near La Sierra University. The location of the school offers great opportunities for collaboration with La Sierra University. The school also has a strong international program. The school is seeking an enthusiastic and committed leader to guide the TK-12 faculty in a shared vision and program. The school is looking for someone who cares deeply about youth. This person needs to possess excellent verbal and written communication skills with teachers, parents and constituents. This person will also serve to lead the administrative team which consists of an Elementary Principal, Elementary Vice Principal, Jr. High Principal/High School Vice Principal and Business Manager. Please send resume, cover letter, and references to William Arnold, Associate Superintendent of Schools at bill.arnold@seccsda.org

LAGUNA NIGUEL JR. ACADEMY

- **School Secretary/Treasurer. Part-time – 19 hrs./week.** Laguna Niguel Jr. Academy is seeking a school Secretary/Treasurer. The ideal candidate would also be an enthusiastic and dedicated team player with strong communication skills. Computer literacy in programs such as Microsoft Word, Excel, Power Point, Goggle docs, etc. Knowledge of Accounting using Quick Books. The candidate will be trained for RenWeb School Management Software upon hire. Please e-mail your resume and cover letter to Inja1977@gmail.com

LOMA LINDA ACADEMY

- **5th Grade Teacher. Full-time.** Loma Linda Academy is looking for a teacher to finish off the school year starting November 26, 2018. We are searching 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 Credential and active membership at an SDA church are required. Teaching experience is preferred. Please send resumes and completed SECC employment application to Ronald Trautwein at rtrautwein@lla.org.

- **Admissions Coordinator. Full-time.** Seeking a qualified candidate who is passionate about Adventist education at Loma Linda Academy. Will be responsible for managing an efficient and detailed process of guiding prospective families from inquiry through to enrollment. Qualities desired are strong communication skills and knowledge or background in public relations/marketing/recruitment. Interested candidates, please contact Joni Woodhouse, Director of Advancement and Admissions at jwoodhouse@lla.org.

- **High School Principal. Full-time.** Loma Linda Academy is looking for an experienced administrator to lead out in the High School program at LLA for the 2019-2020 school year. Responsibilities include the supervision of a staff of about 25 teachers and the education of over 400 students. The HS 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.

- **SIS (Student Information System) Platform Manager. Full-time.** The Loma Linda Academy IT Department is looking for an experienced SIS administrator. The ideal candidate will have at least 1-3 years of SIS experience with knowledge of Blackbaud's SIS, a real plus. A bachelor's degree is expected. This person will be responsible for supporting the entire suite of Blackbaud applications that Loma Linda Academy is using. The nature of the responsibilities will necessitate that this person will have great customer service and communication skills, as this person will interface with a diverse end-user population. For information, please contact IT Director Jack Davis at (909) 796-0106 Ext. 3225 or by 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, 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.

REDLANDS ACADEMY

- **K-12 Administrative Secretary. Hourly-12 Month Position/Full-time.** This position is responsible for a variety of administrative and clerical duties necessary to the daily operation of the school office. The ideal candidate will have extensive knowledge of Microsoft Suite applications, proficiency with Google Calendar and Google Docs, superior customer service and interpersonal skills, the ability to manage multiple tasks, is organized and attentive to details. Please address resumes and questions to Iveth Valenzuela, Principal at ivalenzuela@redlandsacademy.org

SAN DIEGO ACADEMY

- **San Diego Academy. Full-time.** San Diego Academy is looking for a dedicated, caring, hard-working 2nd Grade Teacher for the second semester (January-June) of the 2018-2019 school year. Applicants should have a degree in elementary education and a current teaching credential with preference given to experienced applicants. To apply, please send your resume to the principal, Nic Lindquist, 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

NOTIFY ABIGAIL CHUQUIMIA WHEN POSITIONS ARE FILLED
(951) 509-2351 or abby.chuquimia@seccsda.org