JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists
June 26, 2019

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

CONFERENCE OFFICE

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 plus 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. Please submit your resume to Abby Chuquimia, HR Assistant, at abby.chuquimia@seccsda.org

CHURCHES

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.

VALLEY FELLOWSHIP SDA CHURCH

- **Church Secretary. Part-time (19 hrs. per week, Mon.-Wed. 9:30 am to 2:30 pm & Thursday 10:30 am – 2:30 pm)** The Valley Fellowship SDA Church is looking for a candidate who will assist in overseeing the weekly operation of the church office and assist the pastor and church staff with a variety of administrative duties. These duties will include, but are not limited to answering phone calls, managing schedules, filing and generating programs for services, recording personal data regarding members, visitors and a variety of other issues affecting the church. As some of this data will involve church finances, a knowledge of basic bookkeeping is preferred. The right candidate will exercise discretion and understand that confidentiality is important in dealing with people's personal information. For more information or to submit an application, please contact Pastor Kelby D. McCottry at seniorpastor@valleyfellowshipsda.org or call (909) 874-5851.

PINE SPRINGS RANCH
(Year Round)

- **PSR Food Service Director. Full-time.** Pine Springs Ranch Christian Youth and Retreat Center in the San Jacinto mountains seeks a full-time food service director. This position manages hospitality through serving meals to our retreat guests and summer camp campers. The position is responsible for supervision, training, menu planning, budget management, product ordering, food preparation and other food service related duties. Successful candidates will have the ability to function in a team environment and will work with diverse ethnic groups. A Bachelor's degree in food service, cuisine or similar major and three years of experience desired; or equivalent combination of education and experience may be considered for non-degree qualified individuals. For information or to submit an application and resume contact the Human Resources Department at (951) 509-2351.

- **PSR Assistant for Food Service Director. Full-time.** Pine Springs Ranch Christian Youth Camp and Retreat Center is seeking a qualified person to serve as an assistant director in our food service department. Position is responsible for assisting the food service director in supervision, training, menu planning, budget management, product ordering, food preparation, and other food service related duties. Persons applying for this position 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. A bachelor's degree in food service, cuisine, or similar major and one year education and experience in food service production, service sanitation and staff supervision may be considered for non-degree qualified individuals. Position is a full-time salary position. For further information and complete job requirements, or to submit a resume, please call Carmen Ibañez at (951) 569-4131.

SCHOOLS
(2019-2020 School Year)

CALEXICO MISSION SCHOOL

- **7th & 8th Grade: Math & Science Teacher. Full-time.** Calexico Mission School is a unique K-12 SDA institution located on the U.S./ Mexico border serving a predominantly non-SDA community. This provides a wonderful opportunity to introduce the picture of a loving and caring God to our students. Calexico Mission School values critical thinking, hard work, and positive relationships. So, we are looking for an enthusiastic and mission minded teacher whose core focus would be in Mathematics and Science for grades levels 7th and 8th. Other classes taught include Reading and Social Studies. The ideal candidate must be a committed, practicing Seventh-day Adventist who believes that Christian education is a mission and a calling. Applicants must hold or be qualified to receive an NAD multiple subject teaching certificate and be familiar with Junior High curriculum (or have the willingness to learn). Must have a legal right to work in the U.S. and be able to provide evidence of that right, if employed. For information, please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to principal@calexicomissionschool.org

- **High School Science Teacher. Full-time.** Calexico Mission School is the largest and longest running mission school in the North American Division and is located on the U.S./Mexico border. The school serves predominantly a non-SDA constituency, which provides a wonderful opportunity to introduce our unique SDA perspective of God to students. Our average class size is 20 students. It is not unusual to have a couple of English learners as part of the group. CMS values critical thinking, hard work, and an approach to science through the prism of God as Creator. Therefore, we are seeking to hire an educator committed to establishing an academic culture that fosters these traits. Additionally, the ideal candidate must be an individual who is driven, constantly aspiring to grow, and always seeking to inspire students to achieve excellence. 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, please contact Oscar Olivarria, Principal at (760) 357-3711 Ext. 204 or send resume to principal@calexicomissionschool.org

  REQUIRED QUALIFICATIONS: Applicants must be able to teach courses in Biology, Chemistry, Anatomy and Physiology, as well as conduct the corresponding labs. The ideal candidate will also have a denominational endorsement to teach Science 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. Please 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.

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.

ESCONDIDO ADVENTIST ACADEMY

- **Business Manager. Full-time.** Escondido Adventist Academy is seeking an energetic, creative, and caring Business Manager that loves Jesus and is excited about sharing Him with students at EAA and the surrounding community. The ideal candidate will have a degree in a related business area and strong skills in preparing and maintaining a school budget. The candidate must be able to work well with the principal, finance committee, and school board members, constituent churches and stakeholders of the school. The position starts July 1, 2019 and is a twelve-month salaried position. Escondido Adventist Academy is located in beautiful San Diego County and has 16 constituent churches that actively support the school. EAA has a school plant that is less than 15 years old. The candidate must be in good and regular standing with the SDA Church and must be eligible to work in the United States at the time of application. Please send resumes or inquiries to Stephen.Zurek@seccsda.org

HEMET ADVENTIST CHRISTIAN SCHOOL

- **Teacher's Aide. Part-time – 18 hrs/wk.** The Hemet Adventist Christian School is looking for a teacher's aide for the 2019-2020 school year starting August 26, 2019. If interested, please contact Melody Wuttke, Principal at (951) 927-3972 or may text her at (951) 445-2811.

LA SIERRA ACADEMY

SPECIAL NOTE: Established in 1922, on the campus of what is now La Sierra University in Riverside, California, La Sierra Academy is a TK-12 college preparatory school serving a diverse student body dedicated to learning, serving, and achieving through Christ.

- **7-12 Vice Principal. Full-time.** La Sierra Academy is seeking a 7-12 Vice Principal beginning July 1, 2019. The ideal candidate will have experience at multiple grade levels of education, demonstrate strong spiritual leadership, communication and marketing skills, be able to mentor the strengths of professional teachers and provide an atmosphere of teamwork and collaboration with faculty, churches and the board of trustees. Looking for candidates with the following experiences and/or qualifications: current teaching certificate, spiritual leader, effective communication skills, implement a school vision, instructional leader, competent problem solver skills, experience with diverse populations, effective marketing and recruitment skills, team builder, innovative and creative and must the able to work in the United States at the time of application. Please send resume and a copy of your completed SECC employment application to Bill Arnold at bill.arnold@seccsda.org

- **HS Social Studies Teacher. Full-time.** La Sierra Academy is seeking a passionate High School Social Studies Teacher who will implement a dynamic, differentiated curriculum. The core teaching responsibilities will be in World Geography, World History, Economics and US Government. The successful candidate will demonstrate a passion for working with high school students, innovative teaching strategies to reach each student while maintaining rigorous standards, and a spirit of collaboration with colleagues on a TK-12 campus.
  ESPERIENCE AND QUALIFICATIONS: 1. Bachelor's degree required. 2. NAD secondary teaching certification with endorsement in History or Social Studies required. 3. Three years teaching experience preferred. 4. Experience teaching AP World History and PA US Government and Politics preferred.
  Please submit resume and a copy of completed SECC employment application to Scott Jones, 7-12 Vice Principal, at kchronister@lask12.com

TK-6 Teacher Assistant/Yard Supervision – Part-time. 4-6 hrs./day. Seeking a candidate to perform Teacher Assistant duties and help supervise students at lunch, recess and before/after school care. This person must be able teach small groups, grade, copy, help with events and be willing to assist the teacher with various classroom tasks. He/she must also be willing to supervise large groups of students at play. Requires self-motivation, attention to detail, reliable attendance, good language skills, ability to maintain confidences, ability to move around and possibly sit/stand for long periods of time, and he/she must also be flexible with their hours. 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.

LAGUNA NIGUEL JR. ACADEMY

- **9th and 10th Grade Math and Science Teacher. Full-time.** Laguna Niguel Jr. Academy (LNJA) is looking for a 9th and 10th grade Math and Science teacher with Jr. Academy endorsements. LNJA is a 5 teacher school located just a few miles from beautiful Laguna Beach. The position will include some team teaching in the upper grades as well as 9th and 10th grades. Depending on qualifications, skills, and interest, the candidate could be considered for a teaching principal position. LNJA currently enrolls approximately 60 students in a new building which accommodates a Science lab. Laguna Niguel Jr. Academy enjoys outstanding support from its church community in Laguna. If interested, send resume and letter of introduction with references to Bill Arnold, Associate Superintendent at bill.arnold@seccsda.org

LOMA LINDA ACADEMY

- **Accounting Clerk. Full-time. Hourly.** Position responsible for cashiering and customer service in the Business Office. Greets customer, prepares bank deposits, assists with payroll and background checks, and sells scrip. Must have proficiency with Microsoft Office Suite, including Work, Excel, and email, along with 10-key adding machine. Good interpersonal skills are required. Must have High School Diploma or equivalent. Please contact Claudia Hernandez, Assistant Business Administrator at (909) 796-0161, Ext. 3351 or email at chernandez@lla.org

- **Administrative Assistant. Hourly-12 Month Position/Full-time.** Loma Linda Academy High School is seeking a qualified candidate to work as a team with the high school office administration and staff. This position provides clerical and other support to the high school principal. Assists students and parents, updates the website and assists with meetings, graduation, and other various events. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, is organized and attentive to details. Please send cover letter and resume to Iveth Valenzuela, High School Principal at ivalenzuela@lla.org

- **Development Director. Full-time.** Seeking a qualified candidate who is experienced in development/communications. He/she must have a passion for Adventist education. Will be responsible for leading out and coordinating communication for alumni and development activities. Preferred candidates will be skilled in writing, relationship building, customer service, problem-solving, and planning events. Interested candidates, please e-mail jwoodhouse@lla.org to receive the job description and application.

- **Director of Kids' University: 12-Month Salaried Position/Full-time.** Loma Linda Academy is seeking a qualified candidate to plan, coordinate, and implement student care and appropriate activities both before and after school for elementary and junior high students. This position also plans and directs the 8-week Summer Day-Camp program. The director is responsible for recruiting, hiring and supervising of both adult and student staff. The ideal candidate will have excellent customer service and interpersonal skills, experience in student discipline, the ability to manage multiple tasks, and be organized and attentive to details. Please send cover letter and resume to Doug Herrmann, Headmaster at dherrmann@lla.org

- **Elementary Chaplain. Full-time.** Loma Linda Academy is looking for a full-time elementary chaplain who loves Jesus and loves connecting with kids and leading them into a closer walk with Jesus. Responsibilities include pastoral counseling of students, weekly Bible studies with various classrooms, weekly devotions with kindergarten and pre-K students, planning weekly chapels/assemblies, biennial week of prayers, facilitating student clubs (for example, drama clubs for chapel and social skill-building clubs), working with high school ministry directors to mentor elementary students, providing spiritual care to faculty and staff, and working as a connection between local churches and Loma Linda Academy. Send cover letter and resume to rtrautwein@lla.org

MESA GRANDE ACADEMY

- **7th/8th Grade Teacher – English Language Arts (Writing / Reading).** Mesa Grande Academy is seeking a Language Arts teacher who thoroughly enjoys teaching Junior High school level students. Teacher for Language Arts (Writing / Reading, etc…) focus - Seeking teacher whose core focus would be in English Language Arts (Writing / Reading / Literature), for grade levels 7th and 8th. Other classes taught could include Bible class. Candidates must have SDA teaching credentials and/or California clear credentials. 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 x222, (909) 855-5193 (cell) or email 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.
- **Afternoon Day Care Supervisor. Part-time. 1:30 – 6:00 pm Monday thru Thursday.** Mesa Grande Academy is looking for an Afternoon Day Care Supervisor to check students in and out – for safety, legal and charging purposes. The candidate will supervise and monitor student interaction during structured and unstructured play time. Ensure safe and proper student interactions by all students. **Qualifications: S**incerely enjoy working with students from grades K-6, Provide structured and non-structured activities for students, Observant personality and safety-minded, Enjoys interacting with parents, Be a patient person, Understands appropriate discipline processes and is comfortable administering them, Be punctual, Must be SDA. For information on these 2 positions, 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

- **High School English Teacher. Full-time.** Orangewood Academy is seeking a credentialed High School English teacher for the 2019-2020 school year. Must have a teaching credential with an endorsement in English. AP experience is desirable. This teacher should demonstrate a caring spirit, personal lifestyle in keeping with SDA principles and whose first love is working with young people. Organizational skills and intrapersonal relationship skills are the desired quality of this team member. For more details contact principal Elizabeth Muñoz Beard and send resume to emunoz@orangewoodacademy.com

- **3rd Grade Teacher. Full-time.** Orangewood Academy is seeking a qualified teacher for 3rd grade who is passionate about Jesus Christ and will inspire students to walk closely with Him each day. We are looking for an educator who can also plan and implement an engaging, student-centered, differentiated curriculum. Responsibilities include lesson planning, decorating the classroom, supervising recess, and working as part of an elementary team and can maintain an organized and structured classroom environment. Experience with lower elementary grade levels and a tract record of students success are preferred. For more information or to submit a resume, please contact Winston Morgan at winstonmorgan@orangewoodacademy.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 Abby when positions are filled
(951) 509-2351
abby.chuquimia@seccsda.org