

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists August 8, 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. (.75 time to Full-time).** 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.

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)

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.

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.

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 Word, 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
- **Development Officer. 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 dherrmann@lla.org to receive the job description and application.
- **Transitional Kindergarten Grade Teacher. Full-time.** Loma Linda Academy is searching for a teacher who loves Jesus Christ and loves working with transitional kindergarten students; nurturing them physically 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 and Clayton Koh at ckoh@lla.org.
- **3rd Grade Teacher. Full-time.** Loma Linda Academy is searching for a teacher who loves Jesus Christ and loves working with 3rd grade students-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 and Clayton Koh at ckoh@lla.org.
- **Kids' University Assistant Director. Full-time.** Loma Linda Academy's before and after school care program is seeking a patient, flexible, and dedicated Seventh-day Adventist Christian with a passion for children's care and learning for a full-time hourly Assistant Director position. Responsibilities will include the daily use of a PC computer and a proprietary database system. He or she must also possess the ability to speak confidently with parents regarding KU programs, scheduling, and student disciplinary issues. The candidate must be able to implement discipline strategies, organize and direct activities, and supervise staff. The candidate must also be eligible to drive school vans. The assignment will also include assisting in an elementary classroom. Please submit resume and application to Karen Mowerv at kmowerv@lla.org

MESA GRANDE ACADEMY

- **Co-Kindergarten/Transitional Kindergarten Teacher. 70% Time.** Mesa Grande Academy is looking to hire a 70% time Co-Kindergarten/Transitional Kindergarten teacher for the 2019-2020 school year. The position would work closely with our current Kindergarten teacher in both a team teaching environment as well as a separate classroom environment. The teacher must LOVE to work with younger students and their parents. If interested, please contact Alfred Riddle at alfred.riddle@mgak-12.org or at (909) 855-5193.
- **Kindergarten Teacher's Aide. Part-time.** Mesa Grande Academy is actively and immediately looking for a classroom aide to work with our Kindergarten program for the Teacher's Aide duties for the 2019-2020 school year as follows:

JOB DESCRIPTION:

During School day (Monday-Thursday 8:00 am – 2:30 pm; Friday – 8:00 am – 12:30 pm)

Work 28-29 hrs./wk. as a Teacher's Aide as assigned in Kindergarten

EMPLOYEE:

Hourly employment – Limited benefits related to retirement – No medical benefits

QUALIFICATIONS:

Sincerely enjoys working with students at the Kindergarten level.

Observant personality and safety-minded.

Enjoys interacting with parents and students.

A patient person.

Understands appropriate discipline processes and is comfortable administering.

Punctual.

Enjoys learning.

For information contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222 or send 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 on this job, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222 or e-mail your resume to alfred.riddle@mgak-12.org

OCEANSIDE ADVENTIST ELEMENTARY

- **Administrative Assistant. Part-time (between 18 and 26 hrs. a week).** Oceanside Adventist Elementary is seeking a qualified candidate to assist the principal in school management. The ideal person will be friendly, outgoing, and proactive. Additionally he or she must be able to communicate well verbally and in writing and have skills with word processing and spreadsheets. Finally, the successful candidate will be organized, creative, and be able to help with school records, recruiting, registration, attendance and billing. Please contact Michael Armstrong at principal@myoae.com or at (503) 201-1594.

ORANGEWOOD ACADEMY

- **Business Manager. Full-time.** Orangewood Academy is currently seeking to hire an experienced Business Manager that will directly oversee all business operations for the institution. The position is 12-months, with benefits including medical and retirement. Our school uses the Adventist Accounting Software International (AASI) system. The candidate will need to work in collaboration with the Principal, Board and the Office of Education to develop and implement the management of all finance related activities for the school. Orangewood Academy is located in Garden Grove, CA near beaches and Disneyland. We have a preschool (Sunrise Christian Preschool) and we are a K-12 WASC accredited institution. To learn more about our fantastic school visit us at www.orangewoodacademy.com. Candidate must have a love for the mission of Adventist Education and in making a difference in the lives of youth. Have experience with accounting and business management. Have a Master's Degree in Accounting or Business. Must be eligible to be employed in the United States. Have strong people skills and be a team player. Must be an active member in good standing of the Seventh-day Adventist Church. Additionally, he/she must have a demonstrated ability to use appropriate data in decision-making. Has had involvement with institutional fundraising and development. Experience with diverse student populations a plus. Fingerprint and background check clearance is required. Resume should include phone numbers and e-mails of at least three current references, including current principal or superintendent, if applicable. Interested individuals should e-mail their resume and application to Winston Morgan at principal@orangewoodacademy.com

VALLEY ADVENTIST CHRISTIAN SCHOOL

- **Kindergarten Teacher. Full-time.** Seeking a credentialed teacher with a flexible schedule. Experience desired. 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 young children. For more details, please contact Kimberly Matthews at (951) 242-3012 and send resume to kimberlymatthews@vacsonline.org. Resumes due as soon as possible.

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