JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

October 16, 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

SECC – Education Dept.

- **Clerk. Part-time. 16 hrs/wk.** 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. If interested, please submit an employment application and a resume to abby.chuquimia@seccsda.org; and contact Abby Chuquimia, HR Assistant at (951) 509-2351 during the morning hours, 8:30am – 1:00 pm, to to set up a time for clerical testing.

SECC - Planned Giving & Trust Services Dept.

- **Clerk. Part-time. 20 hrs/wk.** Seeking an individual with excellent oral and written communication. Must be proficient in Microsoft Word, Excel, PowerPoint and be willing to learn new applications as needed. Knowledge in InDesign is a definite plus. Must be able to multi-task. Duties will consist of, but not limited to, answering the phones, filing, scanning, working with tables and spreadsheets on Word and Excel, assist with liquidation of estates. Assist Director with Marketing. Bilingual (English/Spanish) desired, but not a requirement. There will be some flexibility with work scheduling. Must be committed to work hours. Must be able to lift 20 lbs. If interested, please submit an employment application and a resume to abby.chuquimia@seccsda.org; and contact Abby Chuquimia, HR Assistant at (951) 509-2351 during the morning hours, 8:30am – 1:00 pm to to set up a time for clerical testing.

CHURCHES

LOMA LINDA UNIVERSITY SDA CHURCH

- **UReach Kitchen Prep Cook. Full-time.** The UReach Kitchen is looking for a prep cook to assist in preparing meals for the UReach Café and Meals on Wheels. The candidate must be able to take direction and work in a fast pace environment. This individual will be responsible of food preparation and other food service related duties. Must have previous experience in kitchen work and be able to take and pass a food handlers test. Successful candidates will have the ability to function in a team environment and will work with diverse ethnic groups. For more information or to submit an application, please contact the UReach office at (909) 796-8357.

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.

LA SIERRA ACADEMY

- **Maintenance Director. 12-Month/Full-time.** La Sierra Academy is seeking to hire a qualified, Christ-centered team player to be our Maintenance Director. This person will perform managerial and supervisory duties related to operating a school facility; collaborate with others in the school to operate an efficient facility, while complying with state standards and implementing school policies and procedures. Needs to be able to provide an atmosphere that embraces the priority of our school to provide safe, efficient, and attractive facilities. Needs to be able to operate within established financial guidelines that provides a cost-effective program of high integrity. The position is 12-month, full time with benefits including medical and retirement. This job includes work in the following areas: construction, plumbing, grounds/landscaping, vehicle repair/maintenance, general maintenance and custodial. Candidates must be self-motivated and able to supervise. This position is open until filled. Please send your resume to Elizabeth Munoz Beard, TK-12 Principal at emunoz@lsak12.com

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 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

- **Aftercare Worker. Part-time.** Oceanside Adventist Elementary is looking for an Aftercare Worker to work Monday through Thursday; hours may vary but include 3:00pm – 6:00pm and 12:00 to 4:30 on Friday. Pay range is from $15 - $17 an hour. Please contact Michael Armstrong at principal@myoae.com to request an application.

REDLANDS ADVENTIST ACADEMY

- **Registrar/Guidance Counselor- Immediate hiring. Full-time, 12-month position.** Looking for an individual to maintain student records for grades TK-12 and provide career counseling for high-school students. Must be committed to Seventh-day Adventist Education, have positive public relations while performing detailed tasks and work cooperatively with students, parents and staff. Strong written and verbal communication is a must. Experience is highly desirable. Please e-mail resume to principal Larry Rich at Irich@redlandsacademy.org

SCHOOLS
(2020-2021 School Year)

LOMA LINDA ACADEMY

- **Junior High Principal. Full-time**. We are seeking an experienced credentialed administrator who has shown successful school leadership and an ability to work collaboratively with a team of educators. Responsibilities include the daily leadership in the spiritual, academic, physical, and social aspects of student learning on a campus of 190 seventh- and eighth- graders. Please submit Resume and SECC Employment Application to Douglas Herrmann, Headmaster, at dherrmann@lla.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 when positions are filled
(951) 509-2351
abby.chuquimia@seccsda.org