JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

December 7, 2020

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 – AUDITING DEPARTMENT

- **Staff Conference Auditor. Full-time.** Seeking qualified candidate to perform audits of churches and schools within Southeastern California Conference. B.S. 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. To receive a job description email Abby Chuquimia, HR Assistant or contact (951) 509-2351 and to submit a resume and an employment application e-mail abby.chuquimia@seccsda.org

CHURCHES

LAGUNA NIGUEL SDA CHURCH

- **Secretary. Part-time.** Laguna Niguel SDA Church is looking for a part-time secretary that would be able to work about 16 hrs. a week. Proficient in Word and Excel. Candidates must have positive interaction with the public, church members, ministry leaders, and with the pastors. If interested or have questions, please email us at Insdaoffice@gmail.com.

YUCAIPA SDA CHURCH

- **Bible Worker Coordinator. Part-time. 19 hrs/wk.** Looking for a person who has a passion for ministry to assist Pastoral staff in engaging and training church members in outreach, soul-winning and nurture. Will assist pastoral staff in training church members to follow up Bible study leads, generating new leads, outreach, nurture new members and support church and personal spiritual growth. Experience and prior training is required. For more information and a job description, please contact Richard Parker at rparker@sdamedia.com.

SCHOOLS
(2020-2021 School Year)

LOMA LINDA ACADEMY

- **Flexible Schedule Positions. Part-time.** Loma Linda Academy Elementary is seeking candidates with flexible schedules and who are willing to fill in for any of our teachers's aides, office assistants, and recess supervisors. This would be on an on-call basis. Please send resumes to rtrautwein@lla.org and ckoh@lla.org.

- **Head of Schools. Full-time**. Seeking a Seventh-day Adventist Educator who is enthusiastic about leadership in the ministry of Adventist Education. Applicants must be skilled communicators, strong spiritual leaders, and must have established themselves as a collaborator and proven team builder. The applicant must have previous administrative experience in a K – 12 setting, five plus years preferred. The applicant must also have a current SDA Teaching Credential and SDA Administrative Credential. Applicant must possess a Master's degree, Ed.D. is preferred. For a copy of the job description, e-mail Abby Chuquimia at abby.chuquimia@seccsda.org. Resumes are to be sent to Don Dudley, Superintendent of Schools by email at don.dudley@seccsda.org or contact by phone at (951) 509-2306.

- **Math Teacher. Temporary. Part-time.** Seeking a Math teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. This position is a temporary position for the second semester. Applicants must have at least a Bachelor's degree, NAD Teacher Certification, and secondary endorsements in Math. If interested please submit letter of interest, resume and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal at ivalenzuela@lla.org.

MESA GRANDE ACADEMY

- **Maintenance Worker. Part-time or Full-time.** Mesa Grande Academy has an opening for a Maintenance worker. This person needs to be able to work with a variety of maintenance issues on campus including:
  - Plumbing (toilets, urinals, drinking fountains, faucet) repairs
  - Some electrical repairs

  Moving classroom furniture around and storing items
  - Sprinkler and pipe repairs
  - Fence maintenance
  - Door maintenance
  - Painting
  - Wood and cabinet repairs
  - Minor cement repairs

  This position has potential to be either full-time or part-time. No license is required and the candidate do not need to be a master in the areas of maintenance. However, you do have to have the ability to learn skills quickly. If you are interested in additional specifics, please contact Alfred Riddle at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org

- **Music Program Instructor & Coordinator. Full-time.** Mesa Grande Academy is seeking a music instructor and coordinator to lead and inspire the students in our TK-12th grade music program beginning in the 2020-2021 school year. We have the privilege of having a strong music program that includes choral and hand bell instruction and performance led by one of the premier music teachers in the SDA Education system. With his retirement, we are looking for the person who can guide and continue the tradition of excellence in music instruction in this very important part of our education program. Candidates for this position must hold current music teaching credentials. Ability to play piano and/or other musical instruments is strongly desired. Knowledge of music theory, music history, and musical performance is a prerequisite. Duties would include choral and hand bell music instruction for grades TK-12, and leadership of our music program, working closely with our band instructor. If you are interested in exploring this opportunity, please submit a resume or curriculum vitae summary to the principal of Mesa Grande Academy, Mr. Alfred Riddle at e-mail address alfred.riddle@mgak-12.org. Contact by telephone may be made at (909) 855-5193 (cell) or (909) 795-1112 (office). Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment.

ORANGEWOOD ACADEMY –
SUNRISE CHRISTIAN PRESCHOOL

- **Preschool Teacher or Teacher's Aide. Part-time.** Position available for a Preschool Teacher or a Teacher's Aide on the campus of Orangewood Academy in Garden Grove. Part-time position 25-28 hrs. a week. For information, please contact Director Audry Railey at (714) 534-4694, Ext. 107 or email at arailey@orangewoodacademy.com

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, June and September only. Paperwork may be submitted at other times, but will only be finalized during January, June and September. **(September is a new hire month; October will no longer be a hire month).** 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

Please, notify Abby when positions are filled
(951) 509-2351
abby.chuquimia@seccsda.org