JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

March 2, 2021

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

- **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 or for more information, please contact Human Resources Department at (951) 509-2352.

HUMAN RESOURCES DEPARTMENT

- **Human Resources Generalist. Full-time. Non-Exempt.** This position will work under the direction of the HR director in the areas of local church and summer ministry employment processing. This position will be involved with employee training and work with conference policies and State & Federal wage and hour laws. Applicant must be detail oriented, work well in a team environment, and have the ability to maintain strict confidences. Bachelor's degree (BA/BS) or equivalent and three years related experience and/or training in Human Resources is desired. For more information contact the Human Resources Department at (951) 509-2352 at anais.guth@seccsda.org.

OFFICE OF THE TREASURER

- **In-house Legal Counsel and Director of Property Services. Full-time.** This position provides legal services as general counsel to Southeastern California Conference, as well as overseas the real property transfers for the Conference. This position will need to possess the ability to work with a variety of individuals around the Conference and be able to work with all the office administrators. We are looking for someone who has an active license with the California State Bar and has experience working on various property acquisitions and dispositions, including setting up and maintaining real property files for all property owned by Southeastern California Conference. Applicants must possess good people skills and have the ability to maintain confidentiality. Applications for this position are available at secchr.adventistfaith.org and may be faxed to (951) 509-2395 or contact the Human Resources Department for more information at (951) 509-2352.

CHURCHES

LAGUNA NIGUEL SDA CHURCH

- **Literature & Bible Worker. Part-time. A 12-month position, renewable, based on performance**. Looking for a person who is self-motivated with good organization, presentation, and time management skills; a faithful Seventh-day Adventist who loves Jesus and can show others the love of God. This friendly and enthusiastic candidate must have good knowledge of the Bible and the fundamental beliefs and teachings of the SDA Church. Must also have the ability to get around independently. Must be able to attend the church to develop relationships with members to train and engage them in Bible studies while inviting interests to church and engaging visitors and non-members in learning about Jesus with the goal of winning them to Christ. Former experience as a Bible Worker or Literature Evangelist is a plus. To get a job overview, contact Brooke Hess at Brooke.Hess@seccsda.org. For more information, contact the Laguna Niguel Church office at (949) 495-0311.

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
(2021-2022 School Year)

AZURE HILLS CHILDRENS CENTER

- **Preschool Teacher's Assistant. Part-time 15-18 hrs./wk.** Seeking an energetic candidate with a love of children ages 2-5. No experience necessary. Please email resume to azurehillschildrenscenter@yahoo.com.

CALEXICO MISSION SCHOOL

- **High School Science Teacher. Full-time.** Calexico Mission School is the longest running school in the NAD 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 classes are small and 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, contact Oscar Olivarría, principal at (760) 357-3711 Ext. 204 or by e-mailing principal@calexicomissionschool.org

  Required qualifications: Applicants must be able to teach courses in Biology, Chemistry, and 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 U.S. 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.

DESERT ADVENTIST SCHOOL

- **Lower Grade Teacher. Full-time.** Desert Adventist School is looking for a K-4 multi-grade classroom teacher for the 2021-2022 school year. The school is located on the grounds and attached to the Desert Oasis SDA Church in beautiful Palm Desert. Candidates should be denominationally certified. Desert Adventist School is seeking someone who is not only dedicated and passionate about teaching, but also shares a love and care for children. Please send resume to Bill Arnold, Associate Superintendent at bill.arnold@seccsda.org.

LOMA LINDA ACADEMY

- **Elementary Chaplain. Full-time.** Loma Linda Academy Elementary is looking for a full-time elementary chaplain who loves Jesus and loves connecting with TK to 6th grade students and leading them into a closer walk with Jesus. Responsibilities include pastoral counseling of elementary students, weekly Bible studies with various classes of students, weekly devotions with kindergarten and pre-K students, planning weekly chapels/assemblies, biennial Weeks 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 LLA. Please submit cover letter, resume, and copy of completed SECC Employment Application to Ronald Trautwein, Elementary Principal at rtrautwein@lla.org.

- **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 teacher'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.

- **History Teacher. Full-time.** Seeking a History teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. In addition to excellent teaching skills, the ideal candidate will have experience teaching Advanced Placement courses, and demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in History. If interested, submit letter of interest, resume, and copy of completed SECC Employment Application to Iveth Valenzuela, High School Principal, at ivalenzuela@lla.org

- **Math Teacher. Full-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. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in Math. If interested, 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

MESA GRANDE ACADEMY CHILDREN'S CENTER

- **ECE Director Full-time**. Mesa Grande Academy Children's Center, is located less than 1 mile from Mesa Grande Academy. This new start-up preschool for MGA is seeking a full time Early Childhood Center Director. MGACC will be licensed for up to 60 FTE students ages 2-5 and plans to open in July or August of 2021. The director is responsible for the overall operation of the center which includes finances/budget, supervision of staff, compliance with conference and state regulations, and teaching. The director will work in collaboration with the staff to provide students with a loving and caring environment with appropriate Christ-centered curriculum, creative and engaging learning activities/experiences, and provide a warm and gracious public relations experience for parents and the community.

  The preschool director must be a Seventh-day Adventist Christian in good standing; a bachelor's degree is required (preferably in Early Childhood) with at least a minimum of 24 semester units or 36 equivalent quarter units in early childhood education that include administration and adult supervision; have a CA State ECE Directors Permit, and at least four years of teaching in a licensed child care center. For a full job description or more information, contact Datha Tickner, Associate Superintendent of Education at Datha.Tickner@seccsda.org. Send resume, reference and cover letter to the same contact by April 1, 2021.

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@orangwoodacademy.com

- **High School Math Teacher. Part-time.** Seeking a credentialed teacher with a degree in Math to teach Advanced Math, Pre-Calculus and AP Calculus, Algebra 2. 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 teenagers. For more details on this position, please send the employment application and resume to winstonmorgan@orangewoodacademy.com**.**

- **Maintenance Supervisor. Full-time.** Seeking a qualified candidate with prior experience for maintenance/building supervisor. Self-starter with prior general knowledge of electrical, plumbing and construction highly desired. Prior knowledge of tractor and mowing equipment is desirable. Experience working with vendors or company representatives; ability to lift up to 50 lbs. alone and 100 lbs. with assistance. Flexible schedule is required due to weekend emergencies and occasional extended hours. If you are interested in this position, please send your resume detailing your experience to winstonmorgan@orangewoodacademy.com.

- **School Registrar K-12 Full-time.**
  Candidate must possess excellent interpersonal and leadership skills with a commitment to providing excellent customer service and have a strong passion for Adventist Education while being a committed and loyal member of the SDA Church in good standing. Must be creative, show initiative, be honest and honorable and be able to motivate, encourage, support and lead faculty and staff. Must have excellent computer skills and have the ability to interact positively with the students, parents, and the general public. Office management experience preferred. Master's degree is recommended, but must have a bachelor's degree. If you are interested in this position and would like to receive a job description, please send your resume to winstonmorgan@orangewoodacademy.com.

ORANGEWOOD ACADEMY –
SUNRISE CHRISTIAN PRESCHOOL (On Campus of Orangewood Academy)

- **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

- **Teaching ECE Director. Full-time.** Sunrise Christian Preschool, located on the campus of Orangewood Academy, is seeking a full time Early Childhood Center Teaching/Director. Sunrise Christian Preschool is licensed for 45 full-time students ages 2 to 5. The director is responsible for the overall operation of the center which includes finances/budget, supervision of staff, compliance with conference and state regulations, and teaching. The director will work in collaboration with the staff to provide students with a loving and caring environment with appropriate Christ-centered curriculum, creative and engaging learning activities/experiences, and provide a warm and gracious public relations experience for parents and the community.

  The preschool director must be a Seventh-day Adventist Christian in good standing; a bachelors degree is required preferably in Early Childhood but at least have a minimum 24 semester units or 36 equivalent quarter units early childhood education that include administration and adult supervision; have a CA State ECE Directors Permit, and at least four years of teaching in a licensed child care center. For a full job description or more information, contact Datha Tickner, Associate Superintendent of Education at Datha.Tickner@seccsda.org. Send resume, reference and cover letter to the same contact by March 31, 2021.

REDLANDS ADVENTIST ACADEMY

- **Science Teacher. Full-time.** is seeking a Science teacher, committed to utilizing biblical principles for teaching impressionable minds. The ideal candidate will be well-versed in the best practices of teaching high school Science (all grades). Our ideal Science teacher will also possess resiliency essential to teaching during this Pandemic-influenced time; accepting a variety of duties (as assigned by administration) and a class sponsorship role, in addition to teaching *Chemistry*, *Organic Chemistry*, *Biology*, and *Earth Science*.
  RAA serves a diverse student population, with quality education at the center of our mission. The school is located 4 miles from *Loma Linda University Medical Center*. The successful candidate for this position will enjoy working with an experienced team of teachers who are committed to sharing *"Christ in all aspects of education. . .building thinkers who create positive change, and empowering students for lifelong success."*

  Experience: Candidates must be committed to the mission of Adventist Education and relish the challenge of blending Biblical principles with science. Candidates must have a current teaching certificate in secondary science and be knowledgeable in teaching all high school sciences. The candidate must be in good regular standing with the *Seventh-day Adventist* Church and must be eligible to work in the United States at the time of application. Please send a resume (including 4 references with email addresses and phone numbers), philosophy of education, and a copy of your current NAD teaching certificate with proper endorsements to Larry Rich principal@redlandsacademy.org (909) 793-793-1000, Ext. 131.

SUBSTITUTES 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 BROOKE WHEN POSITIONS ARE FILLED

(951) 509-2353

brooke.hess@seccsda.org