

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

June 23, 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 based on 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) 509-2351.

### EDUCATION DEPARTMENT

- **Sr. Office Assistant. Full-time.** To assist the Associate Superintendent of Finance. BA degree or 5 years related experience or equivalent combination of education and experience. Computer literacy in programs including Microsoft Word, Excel, PowerPoint, Outlook and Publisher is necessary. Will need to learn FACTS School Management Software upon hire. Knowledge of Quick Books preferred. Must be organized, detailed and a team player. To receive a job description or more information, please contact Rabel Ortiz, Administrative Assistant/Registrar at (951) 509-2319 or [Rabel.Ortiz@seccsda.org](mailto:Rabel.Ortiz@seccsda.org).

### YOUTH DEPARTMENT

- **Secretary. Full-time.** Seeking a qualified candidate to join our Youth Department team and bring their unique set of talents. Position will provide clerical and creative support to various youth programs and ministries, but especially assist the directors of Family & Children's Ministry and Youth & Young Adult Ministry. Organization, relational skills, and being a team player are especially valued. The ideal candidate will love young people and embrace our mission to support our pastors and leaders as they serve our children and youth. Position would require regular weekday office hours and occasional weekends for special events and programs. To receive a job description or more information, please contact the Human Resources Department at (951) 509-2351.

## CHURCHES

### LAGUNA NIGUEL SDA CHURCH

- **Children's Ministry Leader. Full-time.** Laguna Niguel SDA Church is looking for a committed person to be the Children's Ministry Leader who would provide leadership, training, support, and mentoring for the Children's Ministry department of the church. Support the church's mission, ministry development, and growth. Teach, lead children's Bible studies, and develop programs in conjunction with SDA principles and church goals. Coordinate and lead activities to support children's growth and thriving children's ministries and activities, including children's ministry. If interested, please contact the church to request a Job Description at (949) 495-0311.
- **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 can 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](mailto:Brooke.Hess@seccsda.org). For more information, contact the Laguna Niguel Church office at (949) 495-0311.

- **Secretary. Part-time.** Laguna Niguel SDA Church is looking for a Part-time Secretary 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 e-mail us at [lnsdaoffice@gmail.com](mailto:lnsdaoffice@gmail.com) or call us at (949) 495-0311.

#### LOMA LINDA UNIVERSITY SDA CHURCH

- **Custodial. Part-time.** Loma Linda University SDA Church is looking for a person interested in keeping God's Sanctuary and its facilities clean. If you are one of those people who find joy in cleaning, then we want you to contact the church office to request a Job Description by calling (909) 558-4570 or you may fax (909) 558-4186 to send a resume or an employment application.

#### PALM SPRINGS SDA CHURCH

**Secretary. Part-time.** PSSDAC is looking for a part-time secretary that would be able to work approximately 19 hrs. a week. Candidates must have positive interaction with the public, church members, ministry leaders, and with the pastors. Applicants must have a working proficiency in computer software such as: word processing, presentation software, web browsers, etc. Willingness to learn additional software and other technology as needed (e.g. Constant Contact, ProPresenter, etc.). If interested, or have questions, please contact [palmspringsadventist@gmail.com](mailto:palmspringsadventist@gmail.com) for more information.

## 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](mailto: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](mailto: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.

- **P.E. Teacher. Full-time.** Calexico Mission School values positive relationships, sportsmanship, discipline, and hard work. Therefore, we are seeking to hire an educator committed to establishing a Christ-centered athletic culture for students 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 without compromising Christian values. This position also requires that the candidate teaches middle school Bible. So, proper endorsement would be ideal. If you are a passionate educator with a missionary mindset looking to make a long-lasting impact on students, please contact Oscar Olivarría, Principal at (760) 357-3711 Ext. 204 or by e-mailing [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org)

#### ESCONDIDO ADVENTIST SCHOOL

- **Spanish I-II/ESL Teacher. Part-time.** Escondido Adventist School is seeking a part-time High School Spanish/ESL teacher or the 2021-2022 school year. Ideal candidates will have the ability to teach Spanish I and II, as well as ESL to our international student population. Candidates must have a passion to connect with young people, and a heart to serve. SDA Teaching credentials and/or California clear credentials at the secondary level are required. Escondido Adventist Academy is a loving and supportive school community, which serves a diverse population in the North San Diego County area. Interested applicants should submit an SECC Employment Application, resume, and references to Bill Davis, K-12 Principal, at [bdavis@eaaschool.org](mailto:bdavis@eaaschool.org).

## HEMET ADVENTIST CHRISTIAN SCHOOL

- **Teaching Principal for Grades 1-8. Full Time.** Hemet Adventist Christian School announces an opening for Grades 1-8 Teaching Principal for the 2021-22 school year. HACS is located in Hemet and is reopening this coming year, expecting about 15 students in grades 1-8. An aide/secretary will be hired to work about 28 hours per week (depending on enrollment) to assist the teaching principal. It is supported by three constituent churches in the Hemet area. The ideal teaching principal candidate would be one who has taught successfully at the elementary level for several years and has organization and leadership skills and a strong spiritual presence. Candidates should possess a valid Standard or Professional SDA teacher's certificate. The teaching principal would be expected to make one of the three constituent churches his/her church home. The position is a 12-month position, beginning July 1. Resumes and inquiries may be directed to Rob Smith, Associate Superintendent of Schools, [Robert.Smith@seccsda.org](mailto:Robert.Smith@seccsda.org); 951-509-2310; fax: 951-509-2392.

## LA SIERRA ACADEMY

### Elementary

- **Sixth Grade Teacher. Full Time.** If you looking for an opportunity to be a part of a K-12 school and would like to reach out to the community and make a difference, La Sierra Academy is looking for a 6<sup>th</sup> Grade Teacher. We strive to introduce our community students to a loving relationship with Jesus and strengthen the foundational beliefs of our Adventist students. With a focus on STEAM-related curriculum, we look to engage the hands-on learner. We have developed a strong and positive team made up of teachers, support staff, and constituents who work together to meet the individual needs of our students. This gives our teachers the resources and support to be creative and innovative in their classroom while laying a strong educational foundation. At La Sierra Academy we aim for our students to *Learn, Serve* and *Achieve* through **CHRIST**.

**Experience:** We are looking for a team player to join our staff who shares a passion for ministry, young people and innovation in education. A bachelor's degree or higher is needed with SDA Teacher Certification. To apply, please submit your resume with your contact information to our Head Principal, Elizabeth Muñoz Beard at [emunoz@lsak12.com](mailto:emunoz@lsak12.com).

- **Office Administrative Assistant: Hourly-12 Month Position/Full-time.** La Sierra Academy is seeking a qualified candidate to work as a team with the office administration and staff. This position provides clerical and other support to the administration. Assists students and parents, assists with enrollment, and performs other clerical duties as assigned. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, is organized with attentive to details, and a team player. Computer literacy in programs including Microsoft Word, Excel, PowerPoint, Outlook and Publisher is necessary. Will need to learn RenWeb upon hire. Please send cover letter, resume and copy of completed SECC Employment Application to Libett Muñoz Beard, Head Principal, at [emunoz@lsak12.com](mailto:emunoz@lsak12.com). Application period will close June 30, 2021.

## LOMA LINDA ACADEMY

### Elementary

- **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](mailto:rtrautwein@lla.org) and [ckoh@lla.org](mailto:ckoh@lla.org).

### Health Office - Loma Linda Academy

- **Registered Nurse. On-Call.** Loma Linda Academy is seeking on-call Registered Nurse applicants for the TK-12 campus that able to cover shifts for our school nurse(s) when they are on leave. Applicants must hold valid California State Registered Nursing License. Orientation to the LLA Health Office and procedures will be necessary. This would be on an on-call basis. Please send resumes and completed SECC employment applications to Ronald Trautwein at [rtrautwein@lla.org](mailto:rtrautwein@lla.org).

## MESA GRANDE ACADEMY

- **First Grade Teacher. Full-time.** Mesa Grande Academy is actively seeking First Grade teacher to take on this duties beginning with the 2021-2022 school year. This is a full-time position with full-teaching benefits and responsibilities. There are pull-outs for music and physical education taught by other teachers. Candidates are expected to have SDA teaching credentials and/or California state credentials. The teacher must LOVE to work with younger students and their parents. Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. **If interested, please contact us as soon as possible.** Please send your resume and contact information to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org). For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x222 or (909) 855-5193 (cell).

- **Part-time Junior Accountant**

Mesa Grande Academy is seeking a half-time Junior Accountant to join our administrative team. This position requires skills in working with people, spreadsheets, word processing, data input, and computers. It would be desirable for the candidate to have the following qualifications:

- Good communication skills
- People-friendly Personality
- Telephone-communication skills
- Verbal / Writing skills
- Current Computer and Technology skills
- Microsoft Office (especially Word & Excel)
- Corel WordPerfect (we can train)
- Advanced copier production skills
- Multi-tasking abilities in a busy educational environment
- Organization skills
- Finances – Ability and willingness to work with finances, spreadsheets and accounting processes. Specific in-house training will be provided.

For information, please contact Alfred Riddle at (909) 795-1112 x222 or email [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org).

- **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 does not need to be a master in the areas of maintenance. However, you do have to have the ability to learn skills quickly. If interested in additional specifics, please contact Alfred Riddle at (909) 855-5193 or e-mail [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)
- **Spanish I-III Instructor (Part-time) or Spanish/History Instructor (Full-time).** Mesa Grande Academy is seeking candidates to apply for our Spanish Teaching position. Candidates for this position would need the requisite ability to teach Spanish I, Spanish II, and Spanish III (this would be a part-time position). The addition of history-related classes would bring this position to full-time status. The candidate would need to be able to teach history related classes such as Geography, and junior high history classes. Ability to teach a basic mathematics course would also be welcomed. Candidates must have SDA teaching credentials and/or California clear credentials at the high school level. 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](mailto:alfred.riddle@mgak-12.org).

## MURRIETA SPRINGS ADVENTIST CHRISTIAN SHOOOL

- **Administrative Assistance. Part-time. 25 hours/week non-exempt.** (Start Date: June 8, 2021). This position provides general assistance to the school administrator, faculty and staff, as well as the students and parents of a K-8 SDA school in Murrieta, California. The candidate must be a member of the Seventh-day Adventist Church in good standing, and must have a loving, friendly, patient and positive demeanor. The applicant must be detail-oriented and have a strong work ethic that includes an adaptable and flexible disposition. A bachelor's degree (BA/BS) or equivalent and three years of successful work experience in this type of setting is highly desired. Proficiency in MS applications (Word, Excel, etc.) and QuickBooks is desired. The applicant will need to complete an SECC secretarial skills tests with HR. Please submit a resume, references and a letter of intent to the school principal, Louie Ortiz, Ed.S. [atlortiz@msaca.net](mailto:atlortiz@msaca.net). You may also text the documents to: 619-865-0690. All applications and skills test results will be accepted until the position is filled. Interview dates/times TBD.

## ORANGEWOOD ACADEMY

- **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](mailto: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](mailto: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](mailto:arailey@orangewoodacademy.com)

## SAN DIEGO ACADEMY

- **Elementary Teacher. Full-time.** San Diego Academy seeks a full-time single grade elementary teacher for the 2021-2022 school year. Applicants should have experience teaching in the elementary classroom and a valid SDA teaching credential. The ability to form engaging, creative lessons and instill a love for Jesus in students is a must. To apply, please send your resume to the principal, Nic Lindquist, at [principal@sdacademy.com](mailto:principal@sdacademy.com).

- **Principal. Full-time.** San Diego Academy is seeking a qualified leader to principal a K-12 school in beautiful, San Diego, California. Located just a few miles from the ocean, SDA is a diverse, welcoming and loving community of families from across San Diego county that has been educating young people since 1899. Qualified candidates will serve 15 faculty, 250 students and several part-time staff. Important attributes should include the ability to relate well and community effectively with students, parents, and faculty, the ability to supervise instruction, have a proven record in organization and fiscal management, and have experience in some marketing. In addition, the candidate should be an innovative instructional leader, nurture a safe environment of respect, and have a passion for leading students to Jesus.

The ideal candidate must have successful administrative experience with both elementary and secondary grades, hold a current NAD Administrator Certificate (or willing to obtain), handle discipline effectively, have knowledge of WACS/AAA accreditation process, have understanding of secondary curriculum/college preparation, be a good motivator, lead in a vision for the school, and be adept at developing good rapport with peers, parents and other stakeholders. Candidate must be able to work in the United States at the time of application. Please send cover letter, resume and reference contact information to SECC Associate Superintendent, Bill Arnold at [Bill.Arnold@seccsda.org](mailto:Bill.Arnold@seccsda.org) no later than June 4, 2021.

- **Religion Teacher/Chaplain. Full-time.** San Diego Academy seeks a credentialed high school Religion teacher and campus chaplain who has a genuine love for Christ and seeing others grow in His love. This position involves teaching high school religion, giving Bible studies, mentoring students, planning Chapel programs and weeks of prayer, and organizing community service activities. Applicants should have a history of connecting youth with Christ in meaningful ways. To submit a resume or for more information, please contact Nic Lindquist at [principal@sdacademy.com](mailto:principal@sdacademy.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](mailto:Kathi.Christenson@seccsda.org)

**PLEASE, NOTIFY ABBY WHEN POSITIONS ARE FILLED**

**(951) 509-2351**

**[abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)**

*Positions will be updated on Tuesday and Wednesday*