

# JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

July 28, 2021

REVISED

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.

## 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.
- **Kitchen Helper/Dishwasher. Part-time. 16-20 hrs./wk. Start at minimum wage; 11am – 4pm Monday thru Thursday.** Loma Linda University Church UReach is looking for a person to do the following duties: prepare, wash and store dishes following food sanitation procedures. Also cleaning the dishwashing area, food-serving areas and equipment, dining room tables and chairs, sweep and mop dining room and kitchen area, clean bathrooms and windows, wash kitchen towels and aprons.

#### Qualifications:

- H.S. education or equivalent.
- General knowledge of cleaning and sanitation.
- General knowledge of safe food-handling practices.

Effective communication skills in English.

Ability and willing to follow standards and procedures, and accept direction & training and work as part of a team.

If interested, please contact Bonnie Mamanua, UReach Café manager, at [bonichiwa@live.com](mailto:bonichiwa@live.com) or call UReach office at (909) 558-8182.

- **Meals on Wheels Head Chef. Full-time, starting rate \$16 hr., plus benefits.** Loma Linda University UReach is looking for a person who would like to prepare hot meals for our senior citizens in our community. Duties include: planning weekly meals by following establishment's recipes, shop for ingredients, keep kitchen and food storage areas clean and follow health and safety procedures. Shop and organize homeless ministry pantry.

**Qualifications:**

Have or acquire a manager food handler permit. It can be obtained when starting employment and LLUC will pay for it.

H.S. diploma and a minimum of 2-3 years' experience in kitchen management desired or equivalent combination of education and experience.

Effective communication skills in English.

Ability and willing to follow standards and procedures, and accept direction and training and work as part of a team.

If interested, please email Linda Mendez, Pastor of Outreach at LLUC/UReach at [limendez@lluc.org](mailto:limendez@lluc.org). or call our UReach office at (909) 558-8182.

## **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, 2021. Resumes and inquires 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.

## LOMA LINDA ACADEMY

- **Junior High Principal. Full-time.** Loma Linda Academy Junior High is seeking a credentialed administrator who has shown to be a successful leader with the ability to cast a vision and 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 job application to Iveth Valenzuela, Head of Schools, at [ivalenzuela@lla.org](mailto:ivalenzuela@lla.org).
- **Advancement Marketing Officer. Full-time.** Seeking a qualified candidate who is experienced in advancement/communications. He/she must have a passion for Adventist education. He/she will be responsible for coordination of alumni/advancement events/activities. Preferred candidates will be skilled in photography, graphic design, as well as video and writing. Candidate should be proficient in planning, relationship building, customer service and problem solving. Interested candidates, please e-mail [foei@lla.org](mailto:foei@lla.org) to receive the job description and job application.
- **Junior High Technology Teacher. Full-time.** Seeking a Technology 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 in a collaborative environment with a strong desire to be innovative in instruction 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 Elementary or Secondary endorsements. Applicants who can also teach Spanish or History will be considered first. If interested, submit letter of interest, resume, and copy of completed SECC employment application to Toakase Vunileva, Junior High School Principal at [tvunileva@lla.org](mailto:tvunileva@lla.org).

### 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 [bcalixto@lla.org](mailto:bcalixto@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 resume and completed SECC job application to Ronald Trautwein at [rtrautwein@lla.org](mailto:rtrautwein@lla.org).

### Kids' University - Loma Linda Academy

- **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. 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. If interested, please submit resume and job application to Karen Mowery, Kid's University Director at [kmowery@lla.org](mailto:kmowery@lla.org).

- **Library Monitor. Part-time.** Loma Linda Academy is a candidate to work in the library supervising High School students during study halls, as well as assisting students at the circulation desk. Experience working with young people is highly desirable. Please submit resume and completed SECC job application to Hans Figueroa, HS Vice Principal at [hfigueroa@lla.org](mailto:hfigueroa@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 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, contact Principal Alfred Riddle at (909) 855-5193 or e-mail [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)
- **Kindergarten/Transitional Kindergarten Teacher. Full time.** Mesa Grande Academy is actively seeking Kindergarten/Transitional Kindergarten teacher beginning with the 2021-2022 school year. This is a full-time teacher position with full-teaching benefits and responsibilities. There are pull-outs for music and physical education and art taught by other teachers. An aide will be provided as well. 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 you are 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, Ext. 222 or contact (909) 855-5193 (cell phone)

#### MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

- **Administrative Assistant. 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. at [lortiz@msaca.net](mailto:lortiz@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.

#### OCEANSIDE ADVENTIST ELEMENTARY

- **Teacher's Aide. Part-time.** Oceanside Adventist Elementary is seeking an enthusiastic, caring, loving, part-time teacher's aide for the 2021-2022 school year. Applicants must be prepared to work with students under the direction of the classroom teachers and should be committed and enthusiastic about working in a school environment. Teaching experience and training are preferred. To inquire further, please contact Brooke Lemmon, Principal at (760) 722-6894 or [principal@myoae.com](mailto:principal@myoae.com).

#### ORANGEWOOD ACADEMY

- **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 Lesieli Tameifuna, Director at (714) 534-4694, Ext. 107 or email at [ltameifuna@orangewoodacademy.com](mailto:ltameifuna@orangewoodacademy.com)

## REDLANDS ADVENTIST ACADEMY

- **JH Language Arts & History Teacher. Full-time.** *Redlands Adventist Academy* is seeking a JH Language Arts & History teacher, committed to utilizing Biblical principles for teaching impressionable minds. The ideal candidate will be well-versed in the best practices of teaching junior high students. Our ideal Humanities 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. 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 passionate about writing. Candidates must have a current teaching certificate and possess good classroom management skills. 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 [lrich@redlandsacademy.org](mailto:lrich@redlandsacademy.org) (909) 793-793-1000, Ext. 131.

## VALLEY ADVENTIST CHRISTIAN SCHOOL

- **Administrative Assistant. Part-time – 8 hrs./wk.** Seeking a candidate with a strong work ethic that includes an adaptable and flexible disposition. A BA/BS and or 2 years of work in this role is highly desired. The school is located at 12649 Indian St., Moreno Valley, CA 92553. If interested, please submit a resume and references to the school principal, Ester Oyoyo at [eoyoyo@vacsonline.org](mailto:eoyoyo@vacsonline.org)

## 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)

## OTHER JOB OPPORTUNITIES

### ROCKY MOUNTAIN CONFERENCE OF SEVENTH DAY ADVENTISTS

#### **Cheyenne SDA School**

PK-08 School  
723 Storey Blvd.  
Cheyenne, WY 82009

#### **For information contact:**

Pastor Bill Nixon at (307) 256-2763 of Cheyenne SDA Church (address above)  
Diane Harris, Education Dept. Superintendent - Rocky Mountain Conference of SDA  
at (303) 733-3771

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

**(951) 509-2351**

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

*Positions will be updated on Tuesday and Wednesday*