JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

August 17, 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

- **Clerk. Part-time. 10-18 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, HR Assistant at (951) 509-2351 during the morning of Tuesdays and Wednesdays from 8:30 am – 12:30 pm to set up a time for clerical testing.

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. 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 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 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. 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: work 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 for more information.

SAN DIEGO ETA SPANISH SDA CHURCH

- **Bible Worker. Temporary/Part-time.** San Diego ETA SDA Church is looking for a temporary/part-time Bible Worker to begin work in the month of September 2021. If interested and for more information, please send your Resume and Employment Application to Pastor Joel Soto, at Sotorio@aol.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.

LA SIERRA ACADEMY

- **Art Teacher. Part-time.** La Sierra Academy is seeking a part-time High School Art teacher for the 2021-2022 school year. Ideal candidates will have the ability to teach Art. 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. La Sierra Academy is a loving and supportive school community, which serves a diverse population in the Riverside County area. Interested applicants should submit an SECC Employment Application, Resume, and references to Elizabeth Muñoz Beard, Principal at emunoz@lsak12.com.

- **Spanish Teacher. Part-time.** La Sierra Academy is seeking a part-time High School Spanish teacher for the 2021-2022 school year. Ideal candidates will have the ability to teach Spanish I. 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. La Sierra Academy is a loving and supportive school community, which serves a diverse population in the Riverside County area. Interested applicants should submit an SECC Employment Application, Resume, and references to Elizabeth Muñoz Beard, Principal at emunoz@lsak12.com.

- **STEAM Teacher. Part-time.** La Sierra Academy is seeking a part-time Elementary STEAM teacher for the 2021-2022 school year. Ideal candidates will have the ability to STEAM. 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. La Sierra Academy is a loving and supportive school community, which serves a diverse population in the Riverside County area. Interested applicants should submit an SECC Employment Application, Resume, and references to Elizabeth Muñoz Beard, Principal at emunoz@lsak12.com.

LOMA LINDA ACADEMY

- **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 to receive the job description and job application.

- **High School Office Administrative Assistant. Hourly, 12-month position. Full-time.** Loma Linda Academy High School is seeking a qualified candidate to work as a team with the high school office administration and staff. This position provides clerical and other support to the high school administration. Assists students and parents, maintains records, coordinates school events and communications, 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 and attentive to details. Please send cover letter, resume, and copy of completed SECC Employment Application Form to Hans Figueroa, High School Principal at hfigueroa@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 and 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.

- **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.

MESA GRANDE ACADEMY

- **Preschool Teacher. Full-time.** Position available for Teacher on the Campus of Mesa Grande Academy Children's Center.
  Qualifications:
  Sincerely enjoys working with children ages 2-5.
  A patient person.
  Punctual.
  Preference: Assistant Teachers have an A.S. or B.S. in Early Childhood Education or Child Development.
  Please email your resume to childrens.center@mgak-12.org

- **Teacher's Aide. Part-time position 25-30 hrs. a week.** Seeking an energetic candidate with a love of children ages 2-5. No experience necessary. Position available on the campus of Mesa Grande Academy Children's Center in Calimesa. Please, email your resume to childrens.center@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, contact Principal Alfred Riddle at (909) 855-5193 or e-mail 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. 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)

- **Kindergarten Teachers Aides.**
  Mesa Grande Academy is actively and immediately looking for classroom aides/playground supervisors to work with our lower elementary program for the 2021-2022 school year as follows:

  Job Description:
  During School day (M-Th 8:00 am – 2:30 pm, F – 8:00 am – 12:30 pm)
  Work as a Teacher's Aide assigned to lower elementary grade levels 19 hrs. / week up to 28 hrs./week.

  Employee:
  Hourly employment – Limited benefits related to retirement depending on number hours – No medical benefit.

  Qualifications:
  Sincerely enjoys working with students at the lower elementary level.
  Observant personality and safety-minded.
  Enjoys interacting with parents and students.
  A patient person.
  Understands appropriate discipline processes and is comfortable administering.
  Punctual.
  Enjoys learning.

  Contact Alfred Riddle, Principal at alfred.riddle@mgak-12.org or (909)795-1112. Please, send resume to this email.

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. 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.

- **Kindergarten/Transitional Kindergarten Teacher. Full-time.** Murrieta Springs Adventist Christian Academy is seeking a Kindergarten/Transitional Kindergarten teacher beginning with the 2021-2022 school year. This is a full-time teaching position with FT benefits. The assignment includes TK/K in the mornings and social studies/science/PE lessons for middle-elementary grades (3-5th) in the afternoons. MSACA is a beautiful school with a very dedicated and supportive teacher, parent, and church community. You will be impressed with this school community. If interested, please send your resume and a letter of intent ASAP to: Principal Louie Ortiz, Ed.S., (619) 865-0690 (text or call); lortiz@msaca.net. You may visit our site at www.msaca.info.

ORANGEWOOD ACADEMY

- **2nd Grade Teacher. Full-time**. Seeking a dynamic credentialed teacher to join Orangewood Academy. The ideal candidate will have experience in teaching lower elementary. Need to be able to work with a team of other educators in the lower levels of the elementary school. Must have a love for kids and for this age group. Good classroom management and solid instructional skills are essential. Please submit a letter of interest, your resume with references and a completed copy of the SECC application and resumes to contact Winston Morgan. 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.

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

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

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

Positions will be updated on Tuesday and Wednesday