JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

September 29, 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. You may 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.

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. If interested, please submit an employment application and a resume to abby.chuquimia@seccsda.org. You may 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

CRESTLINE SDA CHURCH

- **Bible Worker. Part-time. 16 hrs./wk., $20 per hr. A 6-month position, renewable, based on performance.** Crestline SDA Church is 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 be able 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 Mariángeli Morauske at crestlinesdachurch@gmail.com or for more information, call (909) 723-4766.

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.

- **UReach - Café Dishwasher/Janitor. Part-time. 25 hrs., Monday – Thursday 11am-4pm and Friday 9am-2pm.** Loma Linda University Church UReach is looking for an individual with the ability to work in a kitchen team setting that can perform the following duties: wash and store dishes while following food sanitation protocol. This individual will be in charge of cleaning and maintaining the dishwashing area, food serving areas, kitchen equipment, wiping dining room tables, sweeping, and moping all café floors, cleaning café restrooms, laundry and other cleaning tasks as needed. **Basic kitchen experience is needed and the desire to learn and work hard.** Must be organized and detailed. Must possess skills in working with culturally and ethically diverse groups. Must have good listening and communication skills. Must possess adaptability and creative responses to setbacks and obstacles. To apply or for more information, please contact Café Manager, Bonnie Mamanua at BMamanua@llu.edu or call our office at (909) 558-8182.

- **UReach – Café Prep Cook; Part-time. 24 hrs., Monday – Thursday 9am-3pm.** Loma Linda University Church UReach is looking for an individual with the ability to work in a kitchen team setting. **Basic kitchen experience is needed and the desire to learn and work hard.** As prep cook, they will work closely with the Head chef and other members of the team to ensure that all foods are prepared on time and properly, as well as storing food items according to health codes. Must be organized and detailed. Must possess skills in working with culturally and ethnically diverse groups. Must have good listening and communication skills. Must possess adaptability and creative responses to setbacks and obstacles. To apply or for more information, please contact Café Manager, Bonnie Mamanua at BMamanua@llu.edu or call our 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.

VALLEY SDA CHURCH

- **Secretary/Business Manager. Part-time.** Valley SDA Church is looking for a part-time Secretary/Business Manager to be responsible for managing the daily operations of the church, church's schedule of event, keeping accurate records while supporting the Pastor and other church staff members. For more information or to receive a copy of the job description, contact Pastor Eric Penick in the church office at (951) 672-9699.

- **Bookkeeper/Treasurer. Part-time.** The Valley SDA Church is looking for a part-time Bookkeeper/Treasurer to:

  Encourage faithfulness in the returning of tithes and offerings.

  Ensure the proper custody of all church funds according to the Division, Union, Local Conference and Local Church policies and directives.

  Ensure the local church financial resources are used effectively and efficiently.

  Provide timely information on local church financial performance and the likely impact on the church community of financial trends in income and expenditure.

  For information or to receive a copy of the job description, contact Pastor Eric Penick in the church office at (951) 672-9699.

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.

DESERT ADVENTIST SCHOOL

- **7th & 8th Grade Math Teacher. Part-time. (1 hr. a day/5 days a week ON A VIRTUAL PLATFORM).** If you are interested or if you have any questions, please contact Bill Arnold, SECC Associate Superintendent by e-mail at bill.arnold@seccsda.org.

LA SIERRA ACADEMY

- **Flexible Schedule Positions. Part-time.** La Sierra 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 emunoz@lsak12.com.

LAGUNA NIGUEL JR. ACADEMY

- **Teacher's Aide/Outside Safety Supervisor. Part-time.** Laguna Niguel Jr. Academy is looking for a part-time Teacher's Aide/Outside Safety Supervisor. Hours are Monday – Thursday from 8:00 am – 12:00 noon; Fridays from 8:00 am – 10:00 am. Applicants must be responsible, punctual, vigilant, proactive, and actively supervise children inside and outside the classroom. Must have experience working with younger children. Submit resumes to Lnja1977@gmail.com**.**

LOMA LINDA ACADEMY

- **Accountant. Full-time**. The Loma Linda Academy Business Office is looking for an accountant to process accounts payable, church subsidy billings, prepaid expenses, and journal entries related to each of these functions. The ideal candidate will have at least 2-3 years of experience and display a smile, kindness, and willingness to help each customer in every situation. We use Blackbaud Financial Edge software and are willing to train you to use it. A bachelor's degree in accounting is required. For information, please contact Claudia Hernandez, Assistant Business Administrator, at (909) 796-0161 x 3351 or by email at chernandez@lla.org.

- **Accounting Clerk. Full-time.** The Loma Linda Academy Business Office is looking for an accounting clerk to provide customer service at the front counter. The ideal candidate will have at least 1-2 years of office experience and display a smile, kindness, and willingness to help each customer in every situation. Duties include taking payments and providing receipts, tracking payments for events, tours, and field trips and reconciling Excel spreadsheets for those payments. The accounting clerk will also prepare bank deposits, count cash and checks, sell scrip certificates, process background check applications, distribute mail, answer telephone calls, and open and close the office. In addition, the clerk will process Children's Center payments and process donations and provide event assistance for the Advancement Department. A high school diploma is required. For information, please contact Claudia Hernandez, Assistant Business Administrator, at (909) 796-0161 x 3351 or by email at chernandez@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 to receive the job description and job application.

- **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.

- **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.

- **Resource Teacher for Junior High. Part-time.** Seeking a part-time Resource teacher for our Junior High school. Job duties will include, but are not limited to, facilitating Student Study Teams (SST) and Individualized Learning Program (ILP) meetings, creating and maintaining 504 plans, collaborating with classroom teachers on strategies to support student needs, implementing a push-in program for resource student needs, implementing a push-in program for resource students, working with students, and tracking student progress. Applicants must have at least a bachelor's degree, teaching credential and experience with resource students. Special Education credential preferred. If interested, please submit letter of interest, resume and copy of completed SECC Employment Application to Amy Cornwall, Junior High School Principal, at acornwall@lla.org.

- **Senior Maintenance Technician. Full-time.** The Loma Linda Academy Plant Services Department is looking for an experienced maintenance technician. The ideal candidate will have at least 2-3 years of maintenance experience with knowledge of a trade, such as carpentry, electrical, plumbing or concrete. A high school diploma is required. This person will be responsible for general maintenance of school facilities and grounds. For information, please contact Mark Brettnacher, Plant Services Director, at (909) 796-0161 Ext. 3700 or by e-mail at mbrettnacher@lla.org

- **SIS/LMS Platform Manager. Full-time.** The Loma Linda Academy IT Department is looking for an experienced full-time Student Information System (SIS) and Learning Management System (LMS) manager. The ideal candidate will have at least 1-3 years of SIS and LMS experience with knowledge of Blackbaud's SIS and Canvas (LMS) a real plus. This person will be responsible for supporting the entire suite of Blackbaud applications that Loma Linda Academy is using. The nature of the responsibilities will necessitate that this person will have great customer service and communications skills, as this person will interface with a diverse end-user population. For information, please contact Duane Tan at dtan@lla.org.

- **System Administrator. Full-time.** The Loma Linda Academy IT Department is looking for a full-time qualified system administrator to join their IT team. LLA is a large campus environment with over 1400 users and 650+ workstations, consisting of two sites. The candidate should have experience with administration of Microsoft Exchange, Microsoft Active Directory, Windows servers, and Mac servers. In addition, the candidate should be proficient at supporting Windows 7, 8, 10, IOS, Adobe, Google, and Microsoft Office. Moreover, management experience with enterprise antivirus solutions and workstation imaging very valuable. Real world experience with VMware's ESXi platform a big asset. Candidate should possess strong computer networking skills, preferably on Cisco hardware; and most important, be committed to providing quality service in a Christ centered institution. Please submit resumes to Duane Tan at dtan@lla.org.

MESA GRANDE ACADEMY

- **Lead Kindergarten/Transitional Kindergarten Teacher. Full-time.** Mesa Grande Academy is seeking a Lead Kindergarten/Transitional Kindergarten teacher to begin teaching as soon as possible to complete 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 and art taught by other teachers. You will be collaborating with another assisting TK/K teacher with the class being strategically split for certain curricular subjects and activities, and aide time will be provided.

  Candidates are expected to have SDA teaching credentials and/or California state credentials (a bachelor's degree may also allow for a conditional teaching certificate while working on 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 me 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 (909) 855-5193 (cell).

- **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 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

- **3RD Grade Teacher. Full-time.** Seeking a dynamic credentialed teacher to join Orangewood Academy as soon as possible. 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 SECC application and resumes to contact Winston Morgan. winstonmorgan@orangewoodacademy.com

SAN ANTONIO CHRISTIAN SCHOOL

- **Custodian. Part-time. 8-10 hrs. per week.** San Antonio Christian School in Ontario, CA is looking for an individual with a desire to help keep our campus clean and safe. For full 10 hours, this opportunity may require the interested applicant to work in the school office or other areas if needed. Applicant must be flexible and personable. Please send a resume or a SECC Employment Application to Karen.dunbar@sachristianschool.org.

- **Grounds and Maintenance. Part-time. 18 hrs. per week.** San Antonio Christian School located in Ontario, CA is looking for an individual with a desire to help keep our campus well maintained. Hours to be set upon hiring. Applicant must be flexible and personable. Please send a resume or a SECC Employment Application to Karen.dunbar@sachristianschool.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