

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

January 18, 2022

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.

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. Training will be provided. Two years college and two years of clerical experience desired. Years of office experience can substitute for college. For more information, please submit an employment application and a resume to abby.chuquimia@seccsda.org. You may contact Abby, HR Assistant at (951) 509-2351 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

- **Secretary. Part-time.** Laguna Niguel SDA Church is looking for a Part-time Secretary to work about 10 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 insdaoffice@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 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.
- **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.

OCGRACE SDA CHURCH

- **Administrative Assistant. Part-time.** OCGrace SDA Church is looking for a part-time administrative assistant to work about 19 hrs. a week. Candidate must work positively with the public, church members, ministry leaders, and the pastors. Candidates must have a working proficiency with computers including word processing, presentation software, and website navigation. Experience with church management software is preferred. Candidate must have willingness to learn additional software and other technology as needed (e.g., MailChimp, Planning Center Online, etc.). Detailed job description and pay scale available upon request. Please send resumes or enquiries to us at info@ocgrace.com or call (714) 534-1987 Ext. 107.
- **Technology Coordinator. Part-time.** OCGrace SDA Church is looking for a part-time technology coordinator to work about 10 hrs. a week. Candidate should have some experience with audio mixing, lighting, video-production, and live streaming to operate all the church's equipment adequately, coordinate volunteers, and provide basic level of training to others as needed. Candidate must be committed to providing quality service in a Christ-centered institution. Experience or familiarity with the following programs and hardware is preferred: ProPresenter (live presentation software), Planning Center Online (scheduling of volunteers and event planning), ATEM mini pro software control (switching), Blackmagic's DeckLink media express (capturing the video and converting it to mp4), Adobe Premiere (postproduction editing), Midas M32 soundboard, Behringer x32 rack, Shure UFX wireless mics, Panasonic PTZ cameras, and Teradek Streaming gear. Please send resumes or enquiries to us at info@ocgrace.com or call (714) 534-1987 Ext. 107.

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 palmsspringsadventist@gmail.com for more information.

REDLANDS SDA CHURCH

- **Church Receptionist/Office Assistant. Part-time.** The primary role of the Redlands Church Receptionist/Office Assistant is to be "the face of" and support the ministry of the church. This position requires positive interaction with the public, church members, ministry leaders, and with the pastors. Applicants must have a working proficiency in all major computer software: word processing, presentation software, web browsers, file utilities, etc. Willingness to learn additional software and other technology as needed (e.g., Planning Center, ProPresenter, etc.) If interested, please contact Shelli@redlandschurch.com for job a description.

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. 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)

LA SIERRA ACADEMY

- **Third 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 3rd Grade Teacher to begin January 2022. We strive to introduce our community students to a loving relationship with Jesus and strengthen the foundational beliefs of our Adventist students. 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, emunoz@lsak12.com.

LOMA LINDA ACADEMY

- **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.

MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

- **Administrative Assistant. Part-time. 25 hrs. a week, non-exempt.** 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 the Human Resources Dept. 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.

(2022-2023 School Year)

CALEXICO MISSION SCHOOL

- **K-2 Teacher. Full-time.** Calexico Mission School is seeking a mission minded educator with a high level of energy and creativity, committed to fostering a safe atmosphere where students can grow emotionally, spiritually, and academically. Calexico Mission School is a unique K-12 SDA school located on the U.S./Mexico border serving predominantly a non-SDA constituency. Approximately 85% of our students cross the border daily to attend school. So, this is a wonderful opportunity to not only inspire students, but also minister by sharing our unique SDA perspective of God with them. Even though many of these students are English learners, Spanish is not a requirement, but the ideal candidate will have a basic knowledge of the language in order to effectively support these young students in their academy journey. If you would like to find out more about serving in the mission field while enjoying the comforts of home in Southern California, please contact Oscar Olivarria, Principal at principal@calexicomissionschool.org. or (760) 357-3711, Ext. 204

SAN DIEGO ACADEMY

- **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 communicate 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

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, **MARCH** (*just added*), June, September, and **NOVEMBER** (*just added*) only. Paperwork may be submitted at other times, but will only be finalized during January, **March**, June, September, and **November**. Substitute teachers are needed in San Diego, Orange, Desert, and Imperial counties. For more information, contact Kathi Christenson, Education Secretary at (951) 509-2311 or Kathi.Christenson@seccsda.org

PLEASE, NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED

(951) 509-2351

abby.chuquimia@seccsda.org

Positions will be updated on Tuesday and Wednesday