

SECC JOB OPPORTUNITIES

for
July 6, 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.

Employment Applications may be downloaded from <http://secchr.adventistfaith.org>

Conference Office

AUDITING DEPARTMENT

Auditing Assistant. Part-Time. 20 hrs./wk. The SECC Auditing Department is seeking a candidate to perform duties such as reviewing of documents, verifying bank deposits to receipt records, and conducting random sample disbursement testing. Requires computer skills in Word and Excel, attention to detail, reliable attendance, good language skills and ability to maintain confidentiality. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

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. For a job description or more information, please contact Human Resources Department at (951) 509-2351.

HISPANIC MINISTRIES DEPARTMENT

Administrative Secretary. Full-time. This position supports the Vice-President for Hispanic Ministries. Requires competence in event planning, website management, communication, and office management. Must be proficient in Microsoft Office Suite and be willing to learn new applications as necessary. Experience with graphic, social media and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills are necessary; must be able to handle multiple projects with overlapping deadlines. For more information, please contact the Human Resources Department at (951) 509-2351.

MEMBERSHIP DEPARTMENT

Conference Clerk. Part-Time. Seeking a qualified candidate to manage and coordinate membership in SECC territory. Must be able to work closely with church clerks on membership training, membership process and issues, as well as conduct church clerk workshops. Responsibilities include maintaining records of church membership in eAdventist (a membership database); run membership reports as needed and on a quarterly basis; serve as clerk for companies, SECC conference church, and offline churches; maintain local church pastor data in eAdventist; manage subscription and promotional mailings; and assist in meeting preparations. Requirements: Computer literacy in database and web-based programs; ability to read, analyze, interpret, and generate data reports and general correspondence; ability to think critically; detail orientation and ability to focus; strong people skills. Bilingual in Spanish preferred. For a job description or more information, please contact Human Resources Department at (951) 509-2351.

Children's Centers

AZURE HILLS CHILDREN'S CENTER

Preschool Teacher. Part-time. Candidate must have 12 core units in Early Childhood Education (ECE), AA or BA in ECE preferred. Experience in ECE classroom required. Please send resume to azurehillschildrenscenter@yahoo.com.

LOMA LINDA ACADEMY CHILDREN'S CENTER

Teachers. Loma Linda Academy Children's Center is looking to recruit teachers for their Center. Candidates must have completed 12 core units in Early Childhood Education. Teaching experience or a degree in Early Childhood Education a plus. Interested individuals who are: a team player, have an understanding of child development, able to perform best practices and the ability to create an open, friendly, nurturing, cooperative atmosphere where parents and children feel comfortable and secure. If interested, please send resume to jbergvall@lla.org

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 self-motivated person 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 have independent transportation. Must be able to attend our church to foster 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 description, contact Mariángeli Morauske at crestlinesdachurch@gmail.com or for more information, call (909) 723-4766.

CROSSWALK SDA CHURCH

Facilities Director. Part-Time. Will manage the warehouse storage and equipment, work directly with staff for set up/tear down of church events and building functions, regularly inspect the church premises for areas of need or concern, and support the ministry goals of Crosswalk Church through the application of expertise primarily in areas including custodial care and maintenance, janitorial needs, building operations, and mechanical systems. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing. Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements. Develop and recommend a plan to repair and/or replace needed items around the facility, and keep the facility clean, attractive, and well-maintained, inside, and out. Develop and oversee a team of volunteers to serve in maintenance. Set-up rooms weekly as requested, and update facilities to annual fire inspection codes. Send resume to Christianne@CrosswalkVillage.com

LOMA LINDA UNIVERSITY SDA CHURCH

Custodial. Part-time. Loma Linda University SDA Church is looking for someone interested in keeping God's Sanctuary and its facilities clean. If you are one who finds 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 Thrift-Clerk; Part-time. 22 hrs. (Thurs, Friday, Sunday) UReach is looking for someone reliable with retail experience for their thrift store. As store clerk, they are expected to fulfill the following duties: merchandising, maintaining cleanliness in the store, assisting customers, accepting donations and have a pleasant and helpful demeanor. The store clerk will provide customer assistance, as well as cashier services to the patrons of UReach Thrift. They will also work closely with the head managers, other store clerks and volunteers to ensure that the store reflects LLUC in a positive way. 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 Linda Mendez at limendez@lluc.org or call (909) 796-4400 for more information.

UReach Thrift-Clerk; Part-time. 24 hrs. (Monday-Wednesday) UReach is looking for someone reliable with retail experience for their thrift store. As store clerk, they are expected to fulfill the following duties: merchandising, maintaining cleanliness in the store, assisting customers, accepting donations and have a pleasant and helpful demeanor. The store clerk will provide customer assistance, as well as cashier services to the patrons of UReach Thrift. They will also be work closely with the head managers, other store clerks and volunteers to ensure that the store reflects LLUC in a positive way. Must be able to work 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 Linda Mendez at limendez@lluc.org or call (909) 796-4400 for more information.

OCGRACE SDA CHURCH

Administrative Assistant. Part-time. 19 hrs/wk. OCGrace SDA Church is looking for a part-time administrative assistant. 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 inquiries to us at info@ocgrace.com or call (714) 534-1987 Ext. 107.

Drummer. Part-time. OCGrace SDA Church is looking for a part-time drummer to work as needed with Sabbath morning worship teams during the worship service and practice times. Times may vary from week to week. Candidate must work positively with band members, worship coordinators, and pastors. Candidate must have proficiency with the drum set and hand percussion instruments. Please send resumes or inquiries to us at info@ocgrace.com or call (714) 534-1987 Ext. 107.

Technology Coordinator. Part-time. 10 hrs/wk. OCGrace is looking for a part-time technology coordinator. Candidate will have some experience with audio mixing, lighting, video-production, and live streaming to operate the church's equipment, coordinate volunteers, and provide basic level of training. 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 ULX wireless mics, Panasonic PTZ cameras, and Teradek Streaming gear. Please send resumes/inquiries to info@ocgrace.com or call (714) 534-1987 Ext. 107.

ORANGE SDA CHURCH

Administrative Assistant. Part-Time. Orange Church is looking for a part-time Administrative Assistant to work 10-12 hours a week for \$20/hr. with increased hours and pay available for additional on the job skills (i.e., technology). Basic office and organizational skills required. Beyond competence we seek compassion in our workplace as we minister to both church and community members with kindness and confidentiality. Join our team and mission to serve congregant and community for Christ. Contact Linda Calder at orangesdachurch@gmail.com or (714) 696-1732 for job description and 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. 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. Individual will ensure the proper custody of all church funds according to the Division, Union, Conference and Local Church policies. Effective and efficient use of local church financial resources. Provide current information on local church financial performance and the financial impact on the church community. For information or to receive a copy of the job description, contact Pastor Eric Penick in the church office at (951) 672-9699.

2022-2023 School Year

DESERT ADVENTIST SCHOOL

Desert Adventist School is seeking an online math teacher for grades 6-8. Requires approx. 2 hours per day. In addition to the teaching responsibilities, the teacher will need to prepare grade reports and communicate with parents as needed. For more information, please contact Jay Emery at jemery@desertadventistacademy.org

ESCONDIDO ADVENTIST ACADEMY

Escondido Adventist Academy is seeking a teacher with a team-first attitude to join our lower elementary team in a multi-grade elementary classroom. Qualified candidates should be prepared to uphold our mission, "to provide a safe and enriching learning environment where the whole student is nurtured and developed." We are looking for a team player to join our staff who shares a passion for ministry through education, loves working with young people, and is eager to facilitate growth in learning. Strong interpersonal skills, organization, and creativity are desired. A bachelor's degree or higher is needed with SDA Elementary Teacher Certification. Lower elementary experience preferred. To apply, please submit your resume with your contact information to our Principal Darena Shetler at dshetler@easchool.org.

LAGUNA NIGUEL JUNIOR ACADEMY

Teaching Principal K-2. Full-Time. Laguna Niguel Junior Academy is seeking a dedicated Adventist Educator who can interact effectively with students and parents. The ideal candidate will have a love for Jesus and children, the ability to work well with others and demonstrate organizational skills that assist in this job responsibility. The Laguna Niguel community is very supportive of the school. Laguna Niguel Junior Academy is in southern Orange County no more than 3 miles away from the Pacific Ocean. Applicants must have a bachelor's degree and teaching certificate. All applicants must also be able to work in the United States. Resumes and inquires may be directed to Steve Zurek, Associate Superintendent of Schools, Stephen.Zurek@seccsda.org (951) 509-2313.

LA SIERRA ACADEMY

AVID Tutor. Part-Time. La Sierra Academy is seeking a caring individual who has a desire to help 9th/10th graders in their journey through AVID. We are launching AVID and would like to start a long-term relationship with someone who wants to be part of our AVID team. Apply if you are familiar with AVID and a trained AVID tutor. You must be able to tutor on Tuesdays and Thursdays 10:30-11:30 & 1:00-2:00. If you are interested in the position, please fill out the employment application form and contact Mrs. Munoz Beard at emunoz@lsak12.com.

Maintenance Worker. Full-Time. La Sierra Academy is seeking to hire a qualified, Christ-centered team player to be our maintenance worker. This person will perform duties related to operating a school facility; collaborate with administration to operate an efficient facility, while complying with state standards and implementing school policies and procedures. The person needs to be able to provide an atmosphere that embraces the priority of our school to provide safe, efficient, and attractive facilities. The individual needs to be able to operate within established financial guidelines that provide a cost-effective program of high integrity. The position is 12-month, full time, with benefits including medical and retirement. This job includes work in the following areas: construction, plumbing, grounds/landscaping, vehicle repair/maintenance, general maintenance and custodial. Candidates must be self-motivated and able to supervise. This position is open until filled. Please send your resume to Mrs. Muñoz Beard, CC-12 Principal at emunoz@lsak12.com.

MESA GRANDE ACADEMY

Art Teacher - Part-time -Mesa Grande Academy has an opening for a part-time art teacher/instructor. Responsibilities for this position include teaching high school Art Techniques and Appreciation, and Advanced Art classes. Other duties include weekly art classes for elementary and junior high classrooms. Designated Service credentials will be provided. If you are interested in additional information, please contact Alfred Riddle at (909) 855-5193 or e-mail 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, faucets) 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 you are interested in additional information, please contact Alfred Riddle at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org

MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

Primary Grades Teacher. Full-time. Murrieta Springs Adventist Christian School is seeking a dedicated primary grade teacher for the 2022-2023 school year. Candidates should have a love for young people, the ability to work well with caring teachers and staff serving the Murietta community. MSACS is a lovely campus located on the church grounds just off interstate 15. Experience in lower grades is preferred. Please send application and resume to Associate Superintendent, Bill Arnold at bill.arnold@seccsda.org.

REDLANDS ADVENTIST ACADEMY

Enrollment & Marketing Director. Full-Time. *Redlands Adventist Academy* is seeking an Enrollment and Marketing director for immediate hire. The ideal candidate will be well-versed in FACTS (Renweb), well organized, have a good command of written communication and knowledge of social media. The daily duties of the Enrollment and Marketing Director at Redlands Adventist Academy are as follows:

- Oversees all communication with prospective families.
- Coordinates and provides tours (including follow-up tours).
- Communicates with prospective families regarding upcoming events.
- Maintains and updates prospective families' information in our Student Information System (*FACTS*).
- Oversees the application and enrollment process for students in grades K-12.
- Creates and posts content to RAA social media accounts.
- Creates flyers and other materials for marketing and specific events.
- Plans and leads out in all recruitment events including, but not limited to, RAA's Open House, Kindergarten Discovery Day, etc.
- Designs and updates the RAA website.
- Updates and customizes the RAA school app.
- Plans school-wide events and fundraisers.

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 enthusiastic experienced team of administrative staff members and 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 relish the challenge of marketing Adventist education. 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 to Liz Gray lgray@redlandsacademy.org (909-793-1000, ext. 132).

Teaching Assistant. Part-Time or full-time depending on desire. The ideal candidate should be passionate about Seventh-day Adventist education, have a desire to collaboratively work with the lead teacher in a team environment creating an educational setting that is conducive for academic learning. They will provide supervision, individual and collective academic instruction while under the guidance of the lead teacher. Please send a resume (including 2 references with email addresses and phone numbers), to Larry Rich principal@redlandsacademy.org (909) 793-1000 ext. 131.

SAN ANTONIO CHRISTIAN SCHOOL

Custodian. 8-10 hours per week. San Antonio Christian School located in Ontario, CA is looking for an individual with a desire to help keep our campus clean and safe. Applicant must be flexible and personable. Please send a resume and SECC employment application to karen.dunbar@sachristianschool.org.

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, March, June, September, and November 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 ANDREA CRANE WHEN POSITIONS ARE FILLED

(951) 509-2351
andrea.crane@seccsda.org

Positions will be posted on Tuesdays and updated as needed.