

JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

July 13, 2017

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 on the basis of 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>

2017-2018 SCHOOL YEAR

AZURE HILLS CHILDRENS CENTER

Pre-School Teacher. Part-time. Azure Hills Children's Center is seeking for a fun-loving, energetic candidate who loves working with children ages 2-5. Candidate requires 12 core units in Early Childhood Education. Interested candidates must submit resume to azurehillsschoolcenter@yahoo.com

CALEXICO MISSION SCHOOL

Secondary English Teacher. Full-time. Calexico Mission School, the largest Adventist mission school in North America, seeks to fill the position of full-time Secondary English Teacher. This position requires teaching a couple of courses in the Middle School division. Ideal candidates should be committed educators who are able to creatively meet the educational needs of English learners in the regular classroom and have a passion for sharing Christ with non-SDA teenagers. We are looking for an individual who can embrace the local culture and who works well with colleagues. Teaching experience is preferred and the candidate should have current (or be able to obtain) NAD certification. Interested candidates must submit resumes to Oscar Olivarria, Principal at principal@calexicomissionschool.org

LA SIERRA ACADEMY

Custodian. Part-time. Seeking a qualified candidate to perform general and specific custodial duties through-out the year while school is in session. Requires flexible schedule. Please send resume and application to Evelyn Fowler, Vice-Principal, Finance at efowler@LaSierra.Academy

Maintenance Assistant. Part-time/Full-time. Seeking a candidate with a minimum of 2 years experience in a large school or other large facility. Self-starter with prior general knowledge of electrical, plumbing and construction required. Tractor, mowing equipment and irrigation service and use required. 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. Please send resume and application to Evelyn Fowler at efowler@lasierra.academy.

LAGUNA NIGUEL JUNIOR ACADEMY (LNJA)

Teacher's Aide. Part-time. (25 hrs. per wk/position with limited benefits, to begin August 21, 2017). Looking for a caring and responsible individual to work under the direction of the teacher with lower elementary grade students in a multi-grade K-2 classroom. Prior experience working with children, highly desired. Total of 25 hours per wk. when school is in session (5 hours per day); pay rate around \$12 per hour. Please e-mail resume to principal, David Tripp at lnja1977@gmail.com

LOMA LINDA ACADEMY

Administrative Assistant. Full-time. Seeking a full-time hourly administrative assistant for the high school office and principal. Desirable skills include: organization, computer and tech savvy, efficient, shows initiative, relational and great customer service. Ready to hire immediately. For information, please contact Datha Tickner, principal at dtickner@lla.org.

General Groundskeeper/Maintenance Dept. Part-time with option to Full-time. Available Immediately.

Candidate should have experience in caring for shrubbery, trees, and greenery. Performs weed abatement, planting flowers, and lawn care. May make minor repairs to equipment and other miscellaneous duties assigned by the Plant Services Director. Must be able to move work tools, supplies, and equipment up to 60 lbs. to locations on campus. Basic computer skills. High School Education or Equivalent. For more information, please contact Plant Services Director, Mark Brettbacher at (909) 796-0161, Ext. 3700 or mbrettbacher@lla.org

Maintenance Worker/Plant Services Dept. Full-time. Classified Position. Available May 30, 2017. Candidate should have a minimum of 1 year prior experience in general maintenance, repair of buildings, facilities and equipment. General duties include carpentry, plumbing and door repairs. Candidate should be familiar with hand and power tools. Must be able to move work tools, supplies and equipment up to 60 lbs. to locations on campus. Maintenance experience preferred. Basic computer skills. High School Education or Equivalent. For a full job description and more information, please contact Plant Services Director, Mark Brettbacher at (909) 796-0161, Ext. 3700 or mbrettbacher@lla.org

Security Guard/Maintenance Dept. Part-time with option to Full-time. Available Immediately. Job duties include patrolling grounds and building, regulating flow of traffic and maintaining safety of pedestrians and vehicles, securing gates, doors and storage areas, responding to security violations and writing reports, completing a log book of daily activity and other duties as assigned by the Plant Services Director. Works with LLU Campus security as needed. Must be able to move work tools, supplies and equipment up to 60 lbs. to locations on campus. Applicant should have outstanding communication skills and a general knowledge of computers. High School education or equivalent. For more information, please contact Plant Services Director, Mark Brettbacher at (909) 796-0161, Ext.3700 or mbrettbacher@lla.org

MESA GRANDE ACADEMY

Day Care Supervisor. Part-time, Non-benefit eligible. (Monday thru Thursday from 1:30 p.m. to 6:00 p.m.)

Mesa Grande Academy is actively looking for a Day Care Supervisor with a loving and patient personality with excellent and punctual attendance. He/she must sincerely enjoy working with students from grades K-6 who understands appropriate discipline processes and is comfortable administering it with love; and who can provide structured and non-structured activities for students. Candidate must have an observant personality, be safety minded, and enjoy interacting with parents. Candidate will check students in and out – for safety, legal and charging purposes and supervise to ensure proper student interactions by all students. For information, please contact Alfred Riddle, Principal at (909) 795-1112 or email alfred.riddle@mgak-12.org

Receptionist/Office Assistant. Part-time. Mesa Grande Academy is seeking a half-time receptionist/office assistant to join our administrative team. This position requires skills in interacting with visitors, students, parents and staff. It would be desirable for the candidate to have the following qualifications:

Good Communication Skills - people-friendly personality, telephone communication skills, verbal/writing skills;

Current Computer and Technology Skills - Microsoft Office 2003-(especially Word and Excel), Corel WordPerfect X3, advanced copier production skills, network telephone skills;

Multi-tasking Abilities in a Busy Educational Environment – organization skills;

Ability to Administer Basic First-aid (and love);

Finances - Ability or willingness to work with finances.

Specific in-house training will be provided. There is a possibility that this position could increase to 70% time. For information, please contact Alfred Riddle, Principal at (909) 795-1112, Ext. 222 or email Alfred.riddle@mgak-12.org

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. For more information and a detailed task list, please contact Elizabeth Muñoz Beard, Principal. You may email your resume to emunoz@orangewoodacademy.com or call (714) 534-4694.

(SUNRISE CHRISTIAN PRESCHOOL – A Division of OWA) ECE Teacher. Part-time. (20-30 hrs. per week). Sunrise Christian Preschool in Orange County is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units. For information, please call Audrey Railey, Director at (714) 534-4694, Ext. 661

ECE Teacher's Assistant Aide. Part-time. Seeking a candidate with a minimum of 12 Early Childhood Education units with at least one year of classroom experience. For more information, call Audrey Railey, Director at (714) 534-4694, Ext. 661.

SAN ANTONIO CHRISTIAN SCHOOL

Teaching Principal. Full-time Teacher/Administrative Position. San Antonio Christian School (SACS) is seeking a teaching principal (12 months) to begin on July 1, 2017. Currently SACS has 56 students in grades TK-8. Southeastern California Conference is seeking an enterprising and dynamic educator to teach by incorporating school and conference goals. He/she is expected to be a strong spiritual leader who is able to affirm, build and nurture a team, and someone who holds current denominational certification. Please send resumes to Beverley Bucknor, Associate Superintendent of Schools at Beverley.Bucknor@seccsda.org (951) 509-2308; fax (951) 509-2392.

4th – 8th Grade Teacher. Combined Classroom. Full-time. Seeking a candidate who is flexible, energetic and creative. NAD elementary credential is required. Would be preferable to have Science and Math experience, as well as background with older elementary for possible team-teaching opportunity. Caring instructional, managerial skills and good communication skills are a plus. Send resumes or contact Dr. Michael Conner, at Michael.Conner@seccsda.org or call (951) 509-2308.

VICTOR VALLEY SDA SCHOOL

Teacher Grades 4th – 8th. Full-time. Victor Valley SDA School is looking for a passionate teacher who is organized and relational. The teacher will be responsible for teaching grades 4 – 8 in all subject areas. If interested and would like more information, please send application and resume to Stephen Zurek, Associate Superintendent of Schools at Stephen.Zurek@seccsda.org.

SUBSTITUTE TEACHERS

Substitutes open hire months will be January, June and October only. Paperwork may be submitted at other times, but will only be finalized during January, June and October. Substitute teachers are needed in San Diego, Orange, Desert and Imperial counties. For more information, contact Kathi Christenson, Education Secretary at (951) 509-2311.

SOUTHEASTERN CALIFORNIA CONFERENCE OFFICE

OFFICE OF EDUCATION

College Student Worker. Part-time. 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. For more information, please contact Abby Chuquimia, Human Resources Assistant, to schedule an appointment for testing at (951) 509-2351 or (951) 509-2352.

CHURCHES

FULLERTON SDA CHURCH

Pianist. Part-time (5-10 hrs. per week). Seeking an SDA pianist to play for Children's Sabbath School and Family Worship hour; accompany vocalists and instrumentalists and provide special music as needed. For more information, please contact the Church Office at office@fullertonadventist.org or call (714) 525-4561.

LA SIERRA UNIVERSITY SDA CHURCH

Office Assistant. Part-time (20 hrs. per week). Seeking a qualified candidate to assist in the church office. Duties include, but are not limited to answering phones, project support for pastoral and administrative staff, and general clerical tasks. Position requires basic computer skills including a working knowledge of Adobe InDesign & Adobe Photoshop. Prior office experience preferred. For information or to submit a resume, please e-mail Steve Hemenway at shemenway@lsuchurch.org

LAGUNA NIGUEL SDA CHURCH

Outreach Coordinator/Bible Worker. Full-time. The Laguna Niguel SDA Church is seeking a dynamic and dedicated Outreach Coordinator/Bible Worker. This position consists of coordinating church evangelism, giving Bible studies and training church members to give Bible studies and interest coordination. Candidate must have excellent marketing and outreach skills. The starting time for this position is summer 2017. For more information, call our church office at (949) 495-0311 or send us a copy of your resume to laguna.niguel.sda@gmail.com.

PALM DESERT OASIS SDA CHURCH

Secretary. Part-time. (15-20 hours per week). Starts mid-June 2017; computer expertise, including PowerPoint. Schedules for multiple groups on busy campus. Able to assist in the church office with the correspondence, phone calls, general clerical tasks and to be able to work with diverse persons. Flexible for other tasks, as needed. For information, contact Pastor Greg at (760) 568-0809 or the church office at office@palmdesertoasis.com

REDLANDS SDA CHURCH

Maintenance Supervisor. Part-time. Seeking a qualified candidate for maintenance/building supervisor. Skills needed are general knowledge of building maintenance and the ability to learn lighting systems, heating & air conditioning, security systems, etc. For more information and a detailed task list, please contact Shelli Watkins, Office Manager. You may email your resume to shelli@redlandschurch.com or call the Redlands Church office at (909) 793-6337.

THAI SDA CHURCH

Ministry Coordinator/Bible Worker. Part-time. The Thai SDA Church in Redlands is seeking for an experienced Ministry Coordinator/Bible Worker to assist the Senior Pastor with the youth and young adult ministry. To get more information, please call Pastor Sunny Wilamart at (909) 528-0825 or email swilamart@gmail.com

PINE SPRINGS RANCH

PSR Cook. Part-time. Seeking a qualified candidate to serve as a cook in our food service department working every other weekend and occasionally during the week. Candidate must work well with others; have strong customer service skills; must be able to excel in a fast-paced environment; and be comfortable working with deadlines under pressure. Prior experience in food service production, service sanitation and supervisory experience is desired, but not mandatory. Position is for an average of 24 hours a week on an hourly basis. For further information or to submit an application, please call Carmen Ibañez, Camp Director at (951) 659-4131.

SOUTHERN CALIFORNIA CONFERENCE

**1535 East Chevy Chase Dr.
Glendale, CA 91206**

Adventist Book Center Manager. Full-time. Southern California Conference is seeking a candidate to serve as a full-time manager for the Adventist Book Center. The position consists of managing the retail operation according to best business practices in the following categories: inventory turnover management, sufficient gross margin, marketing/merchandising, A/R management, business plan development, sales goals maintenance, staff training and management. Qualifications for this position include basic computer and math skills, attention to detail, reliable attendance and consistent presence, knowledge and experience with TAM (the Adventist Book Center retail management software). Good communication and language skills and the ability to maintain confidences are also required. A Bachelor's degree in management or marketing and 4 years of retail sales experience in the Adventist Book Center environment is preferred. Education and experience may substitute for a degree. For more information, please contact the SCC Treasurer at (818) 546-8414.

**NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED
(951) 509-2351 or abby.chuquimia@seccsda.org**