

CURRENT SECC JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

August 18, 2026

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 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.

Conference Office

SECC BLACK MINISTRIES

Administrative Assistant. Full-time. Non-exempt. This position provides comprehensive clerical support to the Vice President for Black Ministries and the various ministries under the Vice President's oversight. It involves working directly and closely with the Vice President to facilitate effective communications with the pastors and churches within the department's scope of responsibility of the department. This role also includes arranging and managing logistics for special events hosted by the department. The ideal candidate is able to work independently and maintain confidentiality. Computer literacy; Microsoft Office Suite (Word, Excel, PowerPoint, etc.) is required. Canva or Adobe Creative Suite is preferred. Experience with digital newsletter platforms (e.g. Mail Chimp, Constant Contact) and basic graphic design tools is highly preferred. Knowledge of SDA Church structure is a plus.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/59>

Hourly Rate: \$24.70 to \$32.36 per hour

SECC COMMUNICATIONS & MEDIA

Communications & PR Specialist. Full-time. Non-exempt. This position emphasizes support and execution of communications initiatives, focusing on project management, creative content development, writing, editing and social media presence for the conference. Functions as writer and project coordinator for conference publications including the Pacific Union Recorder, Conference Connections, and email newsletter. Responsible for general communication to inquiries from social media, email and phone calls which includes interacting frequently with church leaders, institution administrators, and the public. Assists the department with clerical, as well as other communication projects. The ideal candidate is highly organized, exhibits technical literacy, and thrives in a fast-paced environment with a keen ability to problem solve. Knowledge in photography, graphic design, web design and content management is required. Some weekend work may be required.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/58>

Hourly Rate: \$29.04 to \$34.61 per hour

SECC GENERAL SERVICES

Administrative Assistant/Moving Coordinator. Full-time. Non-exempt. This position coordinates Moving Department operations and provides administrative support to the Associate Treasurer in General Services. Responsibilities include preparing moving estimates, scheduling and coordinating moves, communicating with clients and drivers, maintaining transportation records, processing billing documentation, assisting with purchasing, building maintenance requests, and switchboard operations. The ideal candidate is organized, detail-oriented, able to work independently, and committed to providing helpful and professional service. The ability to manage multiple priorities, maintain confidentiality, and communicate effectively is required. Computer literacy and proficiency with Microsoft Word and Excel are required. Please click the following link to begin the application process: <https://seccsda.bamboohr.com/careers/81>
Hourly Rate: \$30.71 to \$36.61 per hour

Churches

AZURE HILLS SDA CHURCH

Treasurer. Part-Time. Azure Hills Church is seeking a detail-oriented, trustworthy Treasurer to support the financial stewardship and operational integrity of our church and Children's Center. This position includes a training period alongside the current Treasurer and offers an excellent opportunity for someone with bookkeeping, accounting, or financial experience who desires meaningful work in a mission-driven environment. Responsibilities include managing deposits and reconciliations, preparing financial reports, processing accounts payable, maintaining accurate records, supporting annual audits, and assisting with financial operations for both the church and Children's Center. The Treasurer will also help identify opportunities to improve efficiency through technology, digital tools, and emerging AI solutions that streamline workflows, reduce administrative burden, and strengthen financial processes. The ideal candidate will have experience in bookkeeping, accounting, or finance; strong organizational and analytical skills; proficiency with spreadsheets, financial software, and modern technology tools; and a commitment to confidentiality and integrity. Candidates who are tech-savvy, adaptable, and interested in leveraging automation and AI to improve productivity and accuracy are especially encouraged to apply. Church treasury experience and familiarity with Adventist financial systems are a plus. To apply, please submit a resume and letter of interest to Pastor Daniel Xisto at dxisto@azurehills.org
Hourly Rate: \$30.00 to \$35.00 per hour, depending on experience.

RIVERWALK BRAZILIAN SDA CHURCH

Janitor. Part-Time. Riverwalk Brazilian SDA Church is seeking a qualified candidate to provide janitorial services to its premises in the city of Riverside. The ideal candidate will have prior janitorial services experience, excellent references, ability to manage multiple tasks, and is organized and attentive to details. Please send cover letter, resume, and copy of completed SECC Employment Application to Paulo Pereira at pauloreispereira@gmail.com
Hourly Rate: \$23.45 to \$25.00 per hour

REDLANDS SEVENTH-DAY ADVENTIST 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. Also willing to learn simple audio and projection.
For more information and a detailed task list, please contact Shelli.
You may email your resume to Shelli Watkins, shelli@redlandschurch.com.
Hourly rate: \$22.00-\$26.00 per hour

Children's Centers

For hourly school positions, please complete and send the Education Application to the contact listed in the posting.

Education Application: [Certificated_Application_fillable_9-17-19.pdf \(seccadventist.org\)](https://seccsda.bamboohr.com/careers/80)

LA SIERRA CHILDREN'S CENTER

Preschool Substitute Teacher, On- Call. La Sierra Academy Children's Center is seeking a dedicated, fully qualified educator to join our team as an on-call substitute teacher. If you have a passion for nurturing young children, supporting families, and collaborating within a positive team environment, we want to hear from you. Candidates must possess a minimum of 12 core units in Early Childhood Education (ECE) and be able to work cooperatively with others. While prior classroom teaching experience or an Associate's or bachelor's degree in ECE is highly preferred, a love for early childhood development is essential. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/80>. For more information, please contact Teddie Benson, Children's Center Director, at tbenson@lsak12.com.

Remuneration: \$20.00 - \$24.00 per hour depending on years of experience and units/degree.

Teacher Assistant. Part Time. Seeking a dedicated, fully qualified educator to join our team as an assistant teacher. If you have a passion for nurturing young children, supporting families, and collaborating within a positive team environment, we want to hear from you. Candidates must possess a minimum of 12 core units in Early Childhood Education (ECE) and be able to work cooperatively with others. While prior classroom teaching experience or an Associate's or bachelor's degree in ECE is highly preferred, a love for early childhood development is essential. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/86>. For more information, please contact Teddie Benson, Children's Center Director, at tbenson@lsak12.com.

Remuneration: \$20.00 - \$24.00 per hour depending on years of experience and units/degree.

LOMA LINDA ACADEMY CHILDREN'S CENTER

Janitor. Hourly. 12-month. Part-time. Loma Linda Academy Children's Center (LLACC) is seeking a dependable Part-time individual Responsible for performing all duties related to janitorial cleaning and maintenance of grounds related to the Children's Center campus. This position is intended to provide additional services during the school day to the normal cleaning that is provided by the outside janitorial company or the Plant Services department of Loma Linda Academy. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/84>. For more information, please contact Mariana Mitroi, Children's Center Director, at mmitroi@lla.org
Hourly Rate: \$18.11 - \$25.21 per hour

Teacher. On-Call. Loma Linda Academy Children's Center is looking for a qualified candidate who can promote children's socio-emotional development and spiritual and mental health and prepare them for school readiness. A preschool teacher must have great love and patience for children and understand the science behind the "play to learn" curriculum. The ideal teacher will be able to anticipate a child's needs and be a self-starter. Applicants must have a minimum of 12 core early childhood units. If interested, please submit letter of interest, resume, and completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at mmitroi@lla.org

Remuneration: \$20.64 per hour

MESA GRANDE ACADEMY CHILDREN'S CENTER

Preschool Teacher. On-Call. Mesa Grande Academy Children's Center is looking for an on-call, fully qualified teacher who loves working with children and their families. Candidates must be able to work cooperatively with others. Requirements include a minimum of 12 core units in Early Childhood Education. Prior preschool teaching experience, an AA or BA in ECE is highly preferred. Please send your resume to gloria.luna@mgak-12.org.

Remuneration: \$16.00 - \$25.00 per hour depending on years of experience and units/degree.

EDUCATION DEPARTMENT

For hourly school positions, please complete and send the Education Application to the contact listed in the post.

Education Application: [Certificated Application fillable 9-17-19.pdf \(seccadventist.org\)](#)

EL CAJON SDA SCHOOL

Teacher Aide. Part-time. El Cajon SDA School is seeking a part-time Teacher's Aide to support a multi-grade classroom in a caring, Christ-centered school community. The Teacher's Aide will work closely with the lead teacher to support daily instruction, assist with small groups, provide supervision, and help foster a positive learning environment. The ideal candidate is patient, flexible, dependable, and a team player who genuinely loves working with children and is committed to supporting students' academic, social, and behavioral growth. Please click the following link to start the application Process: <https://seccsda.bamboohr.com/careers/65>. For more information you can contact Wendy Hernandez, Teaching Principal, at whernandez@ecsdaschool.org.

Remuneration: \$17.63 – \$20.39 per hour

LA SIERRA ACADEMY

Teacher Aide. Part Time. La Sierra is seeking a dedicated, flexible, caring and energetic individual who is committed to supporting our school community. The ideal candidate will enjoy working with children in grades K-12 and demonstrate a heart for service, a love for learning and a desire to help students grow academically, socially and spiritually. This position plays a vital role in assisting teachers, providing supervision, supporting student academic/behavioral interventions, and fostering a positive school environment. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/83>. For more information, please contact Victoria Karsten at vkarsten@lsak12.com.

Hourly Rate: \$18.93 – 24.82 per hour

LOMA LINDA ACADEMY

Grounds Technician. Full-time. The Loma Linda Academy Plant Services Department is looking for an experienced grounds technician. The ideal candidate will have at least 1 - 2 years of grounds experience with knowledge of use and maintenance of lawn mowers, trimmers, edgers, computerized sprinkler controllers, and small power equipment. A high school diploma is required. This person will be responsible for grounds maintenance of school facilities and grounds. For information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x 3700 or by email at ggutierrez@lla.org.

Remuneration: \$17.63 - \$24.54 per hour

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 more information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x3700 or by email at GGutierrez@lla.org.

Remuneration: \$22.46 - \$29.03 per hour

REDLANDS ADVENTIST ACADEMY

Maintenance Worker. Full-time. RAA is looking for an experienced Maintenance Worker who excels at multitasking, solves problems reliably, and stays calm under stressful situations. The ideal candidate will have at least 2 years of maintenance experience with knowledge of a trade such as carpentry, electrical, plumbing, or painting. Additional responsibilities include: providing rapid assistance for urgent facilities requests, including leaks and spills; handling setup and teardown of furniture and equipment for school assemblies, athletic events, and community functions. High school diploma is required. Prior experience in a school setting is highly desirable. For more information, please contact Luisa Desia at ldesia@redlandsacademy.org.