

# CURRENT SECC JOB OPPORTUNITIES

February 24, 2025

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.

**Employment Applications** may be downloaded from [Employment Application - writable.pdf \(seccadventist.org\)](#)

## Conference Office

### COMMUNICATION & MEDIA DEPARTMENT

**Communication & PR Specialist. Full-time. Non-exempt.** This position emphasizes support and execution of communication initiatives, focusing on project management, creative content development, writing, editing, and social media presence for the conference. Functions as writer and project coordinator the conference pages for 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 under the leadership of the Communications & Media Director. Knowledge in photography, graphic design, and web design is a plus. This position contains room for scale based on experience and tenure. Some weekend work may be required. Applications may be submitted directly through: <https://seccsda.bamboohr.com/careers/25>

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

## Churches

**Employment Applications** may be downloaded from [Employment Application - writable.pdf \(seccadventist.org\)](#)

### MT. RUBIDOUX SDA CHURCH

**Administrative Secretary. Full-time.** The Mt. Rubidoux SDA Church is seeking a highly organized and professional Administrative Secretary to provide comprehensive clerical and administrative support to the church and ministry leaders. This position involves managing daily office operations, serving as the first point of contact for members and visitors, and ensuring effective communication within the church. Key responsibilities include maintaining the church management system, drafting correspondence and reports, managing office supplies and equipment, and assisting with special events such as weddings, funerals, and baby dedications. The role also involves coordinating vendor services and handling insurance claims in conjunction with the Head Deacon and Facility Coordinator. The ideal candidate will have strong communication skills, adaptability, and experience in administrative roles, with the ability to handle multiple tasks in a dynamic environment. Proficiency in MAC operating systems and office software is required. The position offers \$21.00 to \$26.00 per hour. If you are passionate about serving in a dynamic church environment and possess strong organizational and administrative skills, please submit your application, resume and cover letter to [rubikidspastor@gmail.com](mailto:rubikidspastor@gmail.com)

**Hourly Rate:** \$21.00 to \$26.00 per hour

**Executive Administrative Assistant. Part-time.** The Mt. Rubidoux SDA Church is seeking a highly organized and proactive Executive Administrative Assistant to provide high-level support to the Executive Pastor and ensure the smooth operation of church activities and special events. Responsibilities include scheduling meetings, preparing correspondence, and maintaining confidential records. The role also involves negotiating and booking facility rental contracts, coordinating related personnel, liaising with internal departments and vendors to ensure facility readiness, and assisting with the planning and execution of events that align with the church's mission and vision. The ideal candidate will have exceptional organizational skills, the ability to multitask in a dynamic environment, strong communication skills, and a proactive problem-solving approach. If you are passionate about supporting ministry excellence and creating impactful events, please submit your application, resume and cover letter to [rubikidspastor@gmail.com](mailto:rubikidspastor@gmail.com)  
**Hourly rate:** \$21.00 per hour

**Facility Staff. Part-time.** The Mt. Rubidoux SDA Church is seeking a dedicated and skilled part-time staff member to ensure the maintenance, coordination, and monitoring of our church facilities for worship, education, fellowship, and outreach. Responsibilities include overseeing building and grounds maintenance; managing physical resources such as landscaping, security systems, custodial equipment, and furniture; coordinating with vendors for repairs and purchases; performing basic repairs (plumbing, electrical, carpentry, painting) and arranging for outside services as needed; maintaining inventory and records; ensuring proper setup and takedown for events; and securing the facility by locking/unlocking for services and events. The ideal candidate will have a high school diploma or equivalent (vocational or technical training preferred), 1-2 years of maintenance experience, basic computer skills, strong interpersonal and problem-solving abilities, and a valid driver's license. Physical requirements include lifting up to 50 pounds, frequent standing, walking, climbing, kneeling, and reaching. If you are interested in creating a safe and welcoming space for ministry, please submit your application, resume and cover letter to [rubikidspastor@gmail.com](mailto:rubikidspastor@gmail.com).  
**Hourly rate:** \$19.00 per hour

## Children's Centers

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

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

### LA SIERRA ACADEMY CHILDREN'S CENTER

**Preschool Teacher. Part-Time.** Candidates must have an understanding of child development and 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 resume to [glopez@lsak12.com](mailto:glopez@lsak12.com).

**Remuneration:** \$16-\$25 per hour depending on years of experience

### LOMA LINDA ACADEMY CHILDREN'S CENTER

**Administrative Assistant. Full-time. Hourly/12 Month.** Loma Linda Academy Children's Center is seeking a qualified candidate to work as a team to provide clerical and other support to the teachers and administration. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and is organized and attentive to details. Applicants need to be willing to take up to 12 ECE units to follow and implement the California Community Care Licensing requirements. Please send cover letter, resume, and copy of completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at [mmitroi@lla.org](mailto:mmitroi@lla.org)

**Hourly rate:** \$22.14 per hour - \$27.86 per hour

## MESA GRANDE ACADEMY CHILDREN'S CENTER

**Preschool Teacher. Part-Time.** Mesa Grande Academy Children's Center is looking for a part-time, fully qualified teacher who loves working with children and their families. Candidates must have an understanding of child development and 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](mailto:gloria.luna@mgak-12.org).

**Hourly rate:** \$16-\$25 per hour depending on years of experience and units/degree.

## EDUCATION DEPARTMENT 2024-2025 School Year

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

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

### LA SIERRA ACADEMY

**Teacher's Aide/Supervision. Part-Time.** La Sierra Academy is seeking candidates with flexible schedules who are willing to fill in for any of our teacher's aides, drop-off/pick-up supervision, and recess supervisors. We are looking for a team player to join our staff who shares a desire to work in our ministry with young people. Please send resumes to Mrs. Karsten at [vkarsten@lsak12.com](mailto:vkarsten@lsak12.com)

**Hourly rate:** \$16.00 per hour

### LOMA LINDA ACADEMY

**Desktop Support Technician. Full-Time.** The Loma Linda Academy IT Department is looking for a desktop support technician that can provide basic desktop support to the Academy's Windows, Mac, Chrome OS, iOS, and Android devices. The technician should be comfortable with troubleshooting devices and common IT issues in a school and office setting. Additional responsibilities include supporting audio/visual technologies, deploying and organizing technology assets, and assisting with software support. They should also be able to provide excellent customer service to all clients and users in a timely fashion. Please submit application and resume to Duane Tan at [dtan@lla.org](mailto:dtan@lla.org).

**Hourly rate:** \$22.49 per hour - \$29.20 per hour

**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](mailto:ggutierrez@lla.org)

**Maintenance Technician. Hourly Full-time.** The Loma Linda Academy Plant Services Department is looking for a maintenance technician with 1-2 years of related experience in maintenance or grounds operations. A high school diploma is required. This person will be responsible for general 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](mailto:ggutierrez@lla.org).

**Hourly rate:** \$19.80 - \$26.51 per hour

**Substitute Coordinator. Part-time.** Loma Linda Academy is seeking a qualified candidate to work as a team with the TK-12 faculty and staff. The substitute coordinator will be responsible for calling and scheduling substitutes for teachers and staff upon request. Responsibilities will include troubleshooting potential issues, communicating concerns as they relate to teacher/staff absences and coverage, and maintaining consistent communication with the Division Administrators. Qualities desired include strong communication skills, professional and friendly. Interested candidates, please send resume and SECC application for classified employees to Sarah Bibb, Executive Coordinator for the Head of Schools Office, at [sbibb@lla.org](mailto:sbibb@lla.org)  
**Hourly rate:** \$16.78 – \$20.13

**System Administrator. Full-Time.** The Loma Linda Academy IT Department is looking for a qualified system administrator to join their IT team. LLA is a large campus environment with over 1400 users and 1000+ workstations, consisting of two sites. It is highly recommended that the applicant has experience with administration of Microsoft Exchange, Office 365, Microsoft Active Directory and Entra ID, Windows Server, and MacOS Server. In addition, the candidate should be proficient at supporting Windows, MacOS, IOS, ChromeOS, Microsoft Office, and Adobe. Real world experience with VMware's ESXi platform is a big plus. Candidate should possess strong enterprise networking skills, preferably with Cisco hardware. And most important, be committed to providing quality service in a Christ-centered institution. Please submit application and resume to Duane Tan at [dtan@lla.org](mailto:dtan@lla.org)  
**Hourly rate:** \$26.51 per hour to \$33.22 per hour.

## **MESA GRANDE ACADEMY**

**Day Care Supervisor. Part-time.** Mesa Grande Academy is seeking a part-time afternoon recess and after school supervisor. Work hours are from 1:00 – 6:00 pm (M-Th) and 12:30 – 4:00 pm (Fri). The ideal candidate will provide both structured and unstructured activities for students, be patient, punctual, observant and safety minded. Must have appropriate discipline processes and be comfortable administering them. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume to [Alfred.riddle@mgak-12.org](mailto:Alfred.riddle@mgak-12.org).  
**Hourly rate:** \$18.00 per hour

## **REDLANDS ADVENTIST ACADEMY**

**Bookkeeper. Full-Time.** Redlands Adventist Academy is seeking a candidate with a love for the mission of Adventist Education. Ideal candidates should have a minimum of an associate's degree in related fields and/or work experience in business or accounting with strong mathematical skills. Candidates should be detail-oriented with excellent organizational and time management skills and have strong communication and problem-solving abilities. Experience in a school setting is highly desirable. Position requires strong MS Excel knowledge. Accounting duties include day-to-day activities such as cash receipt, accounts receivable, accounts payable, reporting, and using student billing modules. Prior use of AASI (Adventist Accounting Software International) and FACTS Management Software are highly desirable. Interested candidates should email resume and application to Luisa Desia at [ldesia@redlandsacademy.org](mailto:ldesia@redlandsacademy.org).  
**Remuneration:** \$22.00 - \$32.00 per hour depending on the level of education and experience.

# EDUCATION DEPARTMENT

## 2025-2026 School Year

### CALEXICO MISSION SCHOOL

**High School English Teacher. Full-time.** Seeking a dedicated and passionate High School English Teacher for the 2025-2026 school year to teach English language skills, literature, and composition to students in grades 7-12. The ideal candidate must be a committed SDA educator with a bachelor's degree, NAD Certification with endorsement in English, and proven classroom experience. They should possess high energy and creativity to connect with both middle and high school students, build positive relationships, and have the legal right to work in the U.S. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Theresa Alvarez-Diaz, Principal. [tdiaz@calexicomissionschool.org](mailto:tdiaz@calexicomissionschool.org)  
**Remuneration:** \$55,380-\$78,416 depending on years of experience and NAD Certification

**7th & 8th Grade Multiple Subject Teacher. Full-time.** - seeking for a dedicated SDA Middle School Teacher to design and deliver engaging lessons in English, Math, Science, Social Studies and Art. The ideal candidate should hold a bachelor's degree, NAD Certification with endorsement in Elementary Education, and have proven classroom experience. They must be energetic, creative, and skilled at building positive relationships with students, parents, and colleagues while catering to individual learning needs and ensuring academic standards are met. Additionally, applicants must have the legal right to work in the U.S. and demonstrate a commitment to fostering a positive and inclusive learning environment. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Theresa Alvarez-Diaz, Principal. [tdiaz@calexicomissionschool.org](mailto:tdiaz@calexicomissionschool.org)  
**Remuneration:** \$55,380-\$78,416 depending on years of experience and NAD Certification

### LOMA LINDA ACADEMY

**Chaplain – Grades 7-12. Full-time.** Seeking an experienced individual to lead Junior High and High School students in a growing relationship with Christ. The Campus Chaplain organizes and leads a number of student ministry teams, plans chapels, weeks of prayer, and other spiritual campus life activities, as well as creates opportunities to collaborate with area youth pastors. Must demonstrate a caring and creative spirit, organizational abilities, interpersonal skills, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Salary:** \$58,266-\$82,550 depending on years of experience.

**Chemistry Teacher – Grades 9-12. Full-time.** Seeking an experienced Chemistry teacher who is a dedicated, innovative, and collaborative professional with strong communication skills, capable of developing successful relationships with students, staff, and the community. The ideal candidate will provide standards-based science instruction to high school students in a classroom and laboratory setting. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree and an NAD Teacher Certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal, at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Choir Director – Grades 7-12. Full-time.** Seeking an experienced choir director to teach Jr. High, and High School choir, lead out in planning and presenting performances throughout Loma Linda Academy's constituent churches, and plan the annual choir tour. The ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in Music. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Director of Bands and Strings/Teacher – Grades 5-12.** Full-time. Seeking an experienced band and strings director to teach elementary, junior high, and high school bands, leading the planning and presenting of performances throughout Loma Linda Academy's constituent churches, and planning the annual performance band tour. The ideal candidate will demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle in keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree, NAD Teacher Certification, and secondary endorsement in Music. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Elementary School Teacher. Full-time.** Loma Linda Academy is seeking a caring, creative, energetic, and collaborative individual. Interested individuals should be knowledgeable about the best practices for primary grades and standards-based instruction. In addition, the ideal candidate will demonstrate a commitment to nurturing elementary students spiritually, academically, and socially and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification with an endorsement in elementary education. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Blanca Calixto, Elementary School Principal, at [bcalixto@lla.org](mailto:bcalixto@lla.org)  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Girls Physical Education/Health Teacher – Grades 9-12.** Full time. Seeking an experienced Female Physical Education and Health teacher who is a dedicated, innovative, collaborative professional with strong communication skills who can develop successful relationships with students, staff, and our community. The ideal candidate will provide Physical Education instruction to high school students in a gym or field setting, supervise the girls' locker room, and teach health classes in a classroom setting. This role is currently planned to teach 3 PE and 3 Health classes. The individual will also demonstrate a commitment to contributing and participating in a thriving and active campus life, a personal lifestyle keeping with SDA principles, and a desire to work with teenagers. Applicants must have at least a bachelor's degree and an NAD Teacher Certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Robin Banks, High School Principal at [rbanks@lla.org](mailto:rbanks@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Health Officer. Full-time. TK-12.** Loma Linda Academy is seeking a qualified candidate to work as a team with the TK-12 faculty and staff. The health officer is responsible for overseeing the health office and promoting the well-being of students at Loma Linda Academy. They will provide personalized care to students from diverse backgrounds, addressing their individual health needs and concerns. Responsibilities will include delivering basic first aid to students, administering prescribed medications, maintaining accurate health records and ensuring compliance with state and local health regulations. The candidate should be a licensed registered nurse or licensed vocational nurse in the state of California. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Sarah Bibb, Executive Coordinator for the Head of Schools Office, at [sbibb@lla.org](mailto:sbibb@lla.org)  
**Remuneration:** \$28.53 - \$33.22

**Jr. High Bible Teacher. Full-time.** Loma Linda Academy is seeking an experienced individual to teach Junior High Bible. This teacher would work closely with the LLA Chaplain to support the spiritual life of the Junior High and to provide regular service opportunities for the Junior High students. The teacher would also teach one multimedia class. Content for this class would include topics such as teaching students video production and how to operate the audio-visual system used for chapels and assemblies. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to nurturing junior high students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Amy Sovory, Junior High School Principal, at [asovory@lla.org](mailto:asovory@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

**Jr. High Math/Bible Teacher.** Full-time. Loma Linda Academy is seeking an experienced individual to teach Junior High Math and Bible. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to nurturing junior high students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Amy Sovory, Junior High School Principal, at [asovory@lla.org](mailto:asovory@lla.org).  
**Salary:** \$55,380-\$78,416 annually depending on years of experience and NAD Certification.

## MENTONE SEVENTH-DAY ADVENTIST SCHOOL

**Teacher/Principal. Full-time.** Mentone SDA School's campus is in San Bernardino County, California. The position available for the 2025-2026 school year is for grades 1-8 along with the administrative duties of the school. The current enrollment is 11 students. The ideal candidate will hold a bachelor's degree or higher along with a current SDA Teaching Certificate with several years of successful teaching experience. The exemplary candidate will demonstrate people skills, problem-solving abilities and demonstrate organization. All candidates must be in good and regular standing in the Seventh-day Adventist Church. To apply, please submit your resume, SECC Certificated Application and spiritual commitment to Alison Jobson, Associate Superintendent, at [alison.jobson@seccsda.org](mailto:alison.jobson@seccsda.org).  
**Salary:** \$55,380-\$78,416 annually, depending on years of experience and NAD Certification

## MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

**Elementary Music Teacher. Part-Time.** Seeking a candidate that is flexible and who has a passion for presenting Jesus through Music. The applicant must also possess knowledge of music and best practices for working with elementary learners. He/she must be willing to share and collaborate with others to create a strong academic culture within our small school. Please send resume and application to Michael Conner [Michael.Conner@seccsda.org](mailto:Michael.Conner@seccsda.org).  
**Salary:** \$6,877-\$9,752 depending on years of experience and NAD certification

## REDLANDS ADVENTIST ACADEMY

**Band Teacher. Part-time.** Searching for a part-time Band Instructor for the beginning of the 2025-2026 school year to direct High School Concert Band (2 days a week), High School Jazz Band (2 days a week), 7th/8th grade Band (2 days a week), 6th grade Band (2 days a week) and 5th grade Band (2 days a week). All M-TH. Duties include church visits, seasonal concerts at school, music tours and attending conference music festivals. Also, maintaining and overseeing school instruments, fostering the development of elementary students' musical talents and encouraging a love for music. Above all, applicants should have a love and desire to teach young people to use their gifts to praise God. Also, applicants must be members of the SDA church. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Bill Arnold, at [barnold@redlandsacademy.org](mailto:barnold@redlandsacademy.org)  
**Salary:** \$16,698-\$23,644 depending on experience and NAD certification.

**Bookkeeper. Full-Time.** Redlands Adventist Academy is seeking a candidate with a love for the mission of Adventist Education. Ideal candidates should have a minimum of an associate's degree in related fields and/or work experience in business or accounting with strong mathematical skills. Candidates should be detail-oriented with excellent organizational and time management skills and have strong communication and problem-solving abilities. Experience in a school setting is highly desirable. Position requires strong MS Excel knowledge. Accounting duties include day-to-day activities such as cash receipt, accounts receivable, accounts payable, reporting, and using student billing modules. Prior use of AASI (Adventist Accounting Software International) and FACTS Management Software are highly desirable. Interested candidates should email resume and application to Luisa Desia at [ldesia@redlandsacademy.org](mailto:ldesia@redlandsacademy.org).  
**Remuneration:** \$22.00 - \$32.00 per hour depending on the level of education and experience.

**Elementary Physical Education Teacher. Part-Time.** Seeking a part-time Physical Education teacher beginning with the 2025-2026 school year. Duties include K-6 PE with the possibility of adding 7th/8th. Each class meets twice a week for 30 minutes, M-TH. Candidates must be able to encourage and motivate students in positive ways to develop small and large muscle motor skills. They must also help students learn the benefits of life-long physical movement. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Bill Arnold at [barnold@redlandsacademy.org](mailto:barnold@redlandsacademy.org).  
**Salary:** \$12,282-\$17,388 depending on years of experience and NAD certification.