

# CURRENT SECC JOB OPPORTUNITIES

July 11, 2024

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 \(seccadventist.org\)](https://seccadventist.org/employment-application-writable.pdf)

## Conference Office

### YOUTH MINISTRIES DEPARTMENT

**ACA Office Assistant. Part-time, seasonal. 20 hrs/wk.** Seeking a customer service-oriented individual with strong oral and written communication. Must be proficient in Google Docs, Sheets, Microsoft Word, Access, Excel, PowerPoint and be willing to learn new applications as needed. Must be able to handle American Camp Association Accreditation. Duties will consist of, but not limited to, organize and file ACA documents, prepare for accreditation, spend time at summer camp facility before official ACA visit to help staff and camp prepare. Must be able to lift 30lbs. Work in an office environment during the summer where the noise level is usually moderate. Work is performed in both indoor and outdoor environment at a mountain location of 5,000 ft. The employee is required to walk up and down hills, including some uneven terrain in conditions that may include ice, snow, and/or mud. For more information and to apply, contact Human Resources at (951) 509-2351.

**Hourly Wage:** \$17.50/hr

## Churches

### CROSSWALK 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](mailto:Christianne@CrosswalkVillage.com)

**Hourly Wage:** \$19.00/hr.

## LOMA LINDA UNIVERSITY CHURCH

**UReach Thrift Store SHIFT Manager. Part-Time (25hrs M-F).** Seeking a candidate with the ability to maintain efficient thrift store operations, as well as maintain high production, productivity, quality, and customer-service standards. They must possess the ability to work and coordinate volunteers and workers and work closely with the main office to create and maintain programs for our unhoused population. Candidate must be able to drive a box truck, do house pick-ups for furniture donations and do heavy lifting. For a job description or more information on the position, please email Linda Mendez at [Limendez@lluc.org](mailto:Limendez@lluc.org).

**Hourly Wage:** \$20.89hr-\$26.67(5 steps)

**UReach Thrift Store Clerk/ReNew Homeless Ministries. Full Time.** 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 while being pleasant and with a 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. As ReNew Ministries assistant, they will help plan homeless clinics, clean, and help maintain the shower truck, get supplies ready for clinics and treat the clients with respect and dignity. Must be able to work with cultural and ethnically diverse groups. Must obtain good listening and communication skills. Must possess adaptability and creative responses to setbacks and obstacles. To apply or for more information, please email Linda Mendez at [limendez@lluc.org](mailto:limendez@lluc.org)

**Hourly Wage:** \$16.97

## OCGRACE SDA CHURCH

**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. The candidate must have proficiency with the drum set and hand percussion instruments. Please send resumes or inquiries to us at [info@ocgrace.com](mailto:info@ocgrace.com) or call (714) 534-1987

## RIVERSIDE COMMUNITY SDA CHURCH

**Administrative Assistant. Part-Time.** Riverside Community Church is looking for a person to fill a part-time office position, 10-12 hours per week at \$18/hour. Basic office and organizational skills are required. Must be able to function in both PC and Mac environments. An acquaintance with QuickBooks a plus. The ability to project warmth, in person and over the phone, is highly desired. Please direct inquiries to Charles at [c\\_elkins@rccfaith.org](mailto:c_elkins@rccfaith.org) or phone message at 951.686.1886.

# 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).

**Salary:** \$16-\$25 depending on years of experience

# 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 \(seccadventist.org\)](#)

### CALEXICO MISSION SCHOOL

**Bookkeeper. Full Time, Non-Exempt. Start Date: July 01, 2024.** Calexico Mission School is seeking a bookkeeper to perform a variety of accounting, bookkeeping and financial tasks. Responsibilities include providing accounting and clerical support to the Business Office through accounts payable and receivable, disbursements, expense vouchers and receipts. Candidate should possess familiarity with bookkeeping and basic accounting procedures; competency in Microsoft Office, knowledge of spreadsheets and financial reports; accuracy; attention to detail; ability to perform filing, data entry and record keeping tasks; strong organizational skills and ability to multitask. Candidates who are bilingual in English and Spanish preferred. If interested in additional information, please contact Jonathan Saravia via email [finance@calexicomissionschool.org](mailto:finance@calexicomissionschool.org).

**Hourly rate:** \$18.79/hr.-\$20.14/hr.

### LAGUNA NIGUEL JR. ACADEMY

**Administrative Assistant. Part-Time: 15-19 hrs/wk:** Seeking a candidate with strong organizational and communication skills, along with administrative and financial management experience. Responsibilities include answering phones and emails, managing student transcripts and paperwork, and communicating with parents about school events and announcements. The role involves organizing and coordinating school events, ordering supplies, creating the school calendar, and conducting tours for new families. Financial tasks include logging expenses, paying bills, depositing money, and processing tuition payments. The assistant also organizes fundraisers, special events, and scholarship forms, collaborates with churches for event advertising, manages accounts receivables, drafts tuition letters, and coordinates financial aid with the conference.

**Hourly Wage:** \$22.09/hr

### LA SIERRA ACADEMY

**High School Science Teacher. Full-Time:** We are seeking a science high school teacher who teaches in a very practical and very spiritual way. It is important that science classes take meaningful study tours and do meaningful hands-on projects that not only benefit the student learner, but also make a real impact on the community. Qualified candidates must be a committed Seventh Day Adventist who enthuses fresh ideas and lots of energy. The candidate should hold secondary science endorsements, possess excellent communication skills, can manage a well-organized classroom, be an exemplary teacher, and have a passion for connecting families to Christian education. Please contact Principal, Elizabeth Muñoz Beard, [emunoz@lsak12.com](mailto:emunoz@lsak12.com)

**Salary: 72% - 102%** (\$53,742-\$76,154) depending on years of experience and NAD Certification

### LOMA LINDA ACADEMY

**Elementary School Teacher. Full-time.** Loma Linda Academy is seeking a caring, creative, energetic, and collaborative individual. Interested individuals should be knowledgeable of best practices for the primary grades. 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 bachelor's degree and NAD teacher's certification with endorsement in elementary education. If interested, please submit a letter interest, resume, and a copy of completed SECC Employment Application to Blanca Calixto, Elementary School Principal, at [bcalixto@lla.org](mailto:bcalixto@lla.org)

**Salary: 72% - 102%** (\$53,742-\$76,154) depending on years of experience and NAD Certification.

**English Teacher - Grades 9-12.** Full time. Seeking an English teacher who is committed to delivering rigorous and engaging instruction, while also creating an environment where students feel supported and valued. 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, NAD Teacher Certification, and secondary endorsement in English. If interested, please submit letter of interest, resume, and copy of completed SECC Employment Application to Iveth Valenzuela, Head of Schools, at [ivalenzuela@lla.org](mailto:ivalenzuela@lla.org).

**Salary: 72% - 102%** (\$53,742-\$76,154) depending on years of experience and NAD Certification

## MESA GRANDE ACADEMY

**Band Teacher. Grades 5-12. Part-Time.** Mesa Grande Academy is seeking a part-time Band teacher beginning with the 2024-2025 school year who will continue the traditions of our excellent Band program, (5-6 Band Class - 2x/wk., 7-8 Band Class - 2x/wk., 9-12 Band Class - 4x/wk., Periodic performances at our constituent churches and Music tour/Field trip). Candidates must be able to encourage and motivate students in positive ways as they help students learn to think well and pursue excellence! Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. \*\*Band teacher with abilities to teach mathematics and/or science at the junior high and lower high school levels could increase this position to full-time. 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).

**Salary:** \$14,306 - \$20,263 depending on years of experience and NAD Certification

**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/hr.

**Math and Science Teacher. Junior High/High School. Part-Time.** We are looking for candidates that especially enjoy teaching at the Junior High level and like working with enthusiastic students. Elementary multi-subject credential and/or high school single-subject credentials are acceptable. Duties would include: (1) Dual-track 7<sup>th</sup> and 8<sup>th</sup> grade mathematics; (2) 7<sup>th</sup> and 8<sup>th</sup> grade science classes, (3) One additional class (JH Bible, JH History, AVID). Candidates must be able to encourage and motivate students in positive ways as they help students learn to think well and pursue excellence! Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. 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).

**Salary:** 72% - 102% (\$28,290 - \$53,314) depending on years of experience and NAD Certification.

## MURRIETTA SPRINGS ADVENTIST CHRISTIAN SCHOOL

**Music Teacher. Part-Time.** MSACA is currently seeking a part-time teacher to teach choir and bells to students, grades K-8 twice a week with performances throughout the year at local churches. Preferred candidates must have a bachelor's degree with experience working with students in music. Candidates should also possess a love for teaching, effective communication, patience, and adaptability. Must be an active member of the SDA Church and be eligible to work in the USA. Interested candidates should submit a letter of interest, resume' and a copy of completed SECC Employment Application to Dr. Michael Conner at [Michael.Conner@seccsda.org](mailto:Michael.Conner@seccsda.org).

**Salary:** 72% - 102% (\$7,567-\$10,718) depending on years of experience and NAD Certification

## REDLANDS ADVENTIST ACADEMY

**Band Instructor. Part-time.** Seeking an instructor for grades 5-12 who enjoys working with students at these ages and developmental levels. Candidates must have the skills and talent to positively motivate students in the development and playing of instrumental music. Instructional time will be scheduled for classes in the morning from 7:30-10:00 a.m. Must be an active member of the SDA Church and be eligible to work in the USA. For further information or to arrange for an interview, contact Bill Arnold at [barnold@redlandsacademy.org](mailto:barnold@redlandsacademy.org).

**Salary:** 72% - 102% (\$14,789-\$20,930) depending on years of experience and NAD Certification

**English/Spanish Teacher. Full time.** Redlands Adventist Academy is looking for an experienced English/Spanish teacher for the 2024-2025 school year. The candidate will possess a love for teaching and leading students to Christ. Along with the skills of a master teacher, we are seeking someone that is dynamic, creative, and will bring energy to our team. Strong communication skills along with timely grading and feedback are also an important factor for this position. Applicants should have a bachelor's degree in the field of study (master's degree and experience preferred) along with a secondary NAD teaching endorsement. Candidates should be in good standing with the Adventist church and have the legal right to work within the United States. Send application and references to Principal Bill Arnold at [barnold@redlandsacademy.org](mailto:barnold@redlandsacademy.org).

**Salary:** 72% - 102% (\$53,742 - \$76,154) depending on years of experience and NAD Certification.

## **SAN ANTONIO CHRISTIAN SCHOOL**

**Music Teacher. Part-Time.** (Two days per week, 2-3 hours each day). San Antonio Christian School located at the foot of Mount San Antonio in Ontario, CA is seeking an individual who possess a knowledge of music education 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. Prospective candidates must be authorized to work in the U.S. at the time of application. We welcome applicants to send the SECC application and resume to Karen Dunbar, Principal at [karen.dunbar@sachristianschool.org](mailto:karen.dunbar@sachristianschool.org).

**Salary Scale:** 72% - 102% (\$9,062-\$12,834) depending on years of experience and NAD Certification