

# CURRENT SECC JOB OPPORTUNITIES

Southeastern California Conference of Seventh-day Adventists

June 10, 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 per hour to \$32.36 per hour

### SECC COMMUNICATIONS & MEDIA

**Communications & PR Specialist. Full-time.** 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 per hour to \$34.61 per hour

**Communications Assistant. Part-time. Temporary (3 months).** The communication assistant is responsible for completing various duties necessary for the functioning of the Communications & Media department. Responsible for clerical and secretarial support such as organizing files, information, and inventory of departmental items. Assists with sharing announcements, updates, or other communications as directed by the Communications & Media Director. Assists in maintaining a digital file organizational system for current and archived files and projects. High School diploma or general education degree (GED), and some office experience is desired.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/72>

**Hourly Rate:** \$18.59 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](mailto:dxisto@azurehills.org)  
**Hourly Rate:** \$30.00 per hour to \$35.00 per hour, depending on experience.

### **CAMPUS HILLS SDA CHURCH**

**Church Secretary. Part-Time.** Campus Hill SDA Church is seeking a part-time Church Secretary to provide clerical and administrative support to the pastoral staff and assist with the day-to-day operations of the church office. This position serves as the primary point of contact for walk-in visitors, telephone inquiries, and facility coordination, while helping maintain a welcoming, organized, and professional office environment. Duties include answering phones, retrieving voicemails, preparing correspondence, maintaining records, creating and printing the weekly church bulletin and inserts, coordinating the church calendar, preparing certificates, picking up mail from the post office, ordering office and janitorial supplies, and assisting with other administrative needs. This role also provides direct support to the Senior Pastor with scheduling, appointments, travel arrangements, correspondence, and meeting coordination. Additional responsibilities include coordinating facility rentals, serving as liaison with Loma Linda University service departments, tracking church keys, remitting funds received in the church office to the designated treasurer, maintaining confidentiality, and supporting the work of the pastoral staff and Church Board as assigned. A high school diploma or equivalent is required, along with at least one year of administrative or office support experience. Strong communication, organization, confidentiality, computer, and interpersonal skills are required. Proficiency in Microsoft Office Suite is required. Experience in a faith-based, nonprofit, or community organization setting and an understanding of the Seventh-day Adventist Church are preferred. If interested, please contact the Campus Hill Church Clerk at [chchurchclerk@gmail.com](mailto:chchurchclerk@gmail.com).  
**Remuneration:** \$22.00 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](mailto:shelli@redlandschurch.com).  
**Hourly rate:** \$22-\$26 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://seccadventist.org/Certificated_Application_fillable_9-17-19.pdf)

### **LA SIERRA ACADEMY CHILDREN'S CENTER**

**LSACC Preschool Director. Full-time.** La Sierra Academy Children's Center is seeking a qualified and mission-focused Preschool Director who can provide strong leadership, support children's socio-emotional, spiritual, and academic development, and foster a nurturing, safe, and engaging learning environment for children, families, and staff. The Preschool Director will oversee the daily operations of the Children's Center, support and mentor staff, maintain compliance with licensing requirements, communicate effectively with families, and promote a high-quality early childhood program grounded in developmentally appropriate practices and a "play to learn" philosophy. The ideal candidate will be organized, collaborative, compassionate, and a self-starter with strong leadership and communication skills. Applicants must meet California licensing requirements for a Preschool Director, including the required early childhood education units and administrative experience. At least 2 years of experience in early childhood leadership and supervision is desired. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/71>. For more information you can contact Monique Trevino, ECE Coordinator, at [monique.trevino@seccsda.org](mailto:monique.trevino@seccsda.org).

**Remuneration:** Hourly: \$32.39 - \$36.18 or Salary: \$72,332 - \$84,786 depending on education and years of experience

### **LOMA LINDA ACADEMY CHILDREN'S CENTER**

**Preschool 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](mailto:mmitroi@lla.org)

**Remuneration:** \$20.64 per hour

**Preschool Teacher. Part-time.** LLACC is seeking a caring, dependable, and enthusiastic Part-Time Preschool Teacher to support the growth and development of young children in a safe, nurturing, and faith-based environment. This role involves implementing age-appropriate lesson plans (including daily worship), fostering social-emotional development, and engaging children through intentional teaching and play. The ideal candidate has experience working with young children, demonstrates a strong understanding of child development, and can build positive relationships with children, families, and staff. Classroom placement (Infant, or Preschool) will be determined based on experience and center needs. This position requires adherence to California Community Care Licensing (Title 22) regulations, collaboration with the teaching team, and ongoing communication with families regarding children's progress and development.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/62>. For more information you can contact Mariana Mitroi, Children's Center Director, at [mmitroi@lla.org](mailto:mmitroi@lla.org).

**Pay Range:** \$18.03 – \$26.01 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](mailto:gloria.luna@mgak-12.org).

**Remuneration:** \$16-\$25 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 posting.*

**Education Application:** [Certificated\\_Application\\_fillable\\_9-17-19.pdf \(seccadventist.org\)](#)

## **LA SIERRA ACADEMY**

**Maintenance Worker. Full-time.** La Sierra Academy is seeking a full-time Maintenance Worker to help keep our campus safe, functional, and welcoming for students and staff. In this hands-on role, this position is responsible for the day-to-day upkeep of school buildings, grounds, and equipment. Duties include executing a structured maintenance schedule with daily, weekly, and seasonal tasks such as classroom inspections, pest control, and power washing, along with performing basic repairs in minor electrical, plumbing, carpentry, and HVAC. Coordinating with outside vendors — licensed electricians, plumbers, and HVAC technicians — will be a key part of the job, as will obtaining competitive quotes for contracted work. Strong organizational skills are a must, for management of inventory, tracking expenditures, and remaining responsive to ongoing communications. The position requires the ability to lift up to 50 pounds and ability to work both indoors and outdoors. A high school diploma or equivalent is required, and prior experience in building maintenance or a related trade is preferred. If interested, please submit letter of interest, resume, and completed SECC Employment Application to Liz Gray, Principal, at [lgray@lsak12.com](mailto:lgray@lsak12.com).

**Remuneration:** \$20.62–\$31.55/hour depending on experience.

## **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. For more information or to submit a resume, please contact Duane Tan at [dtan@lla.org](mailto:dtan@lla.org)

**Remuneration:** \$23.16 - \$30.07 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).

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

**Remuneration:** \$22.46 - \$29.03 per hour

**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. Candidates should possess strong networking skills, preferably on Cisco hardware. And be committed to providing quality service in a Christ-centered institution. For more information, or to submit resume, please contact Duane Tan at [dtan@lla.org](mailto:dtan@lla.org)

**Remuneration:** \$27.30 to \$34.21 per hour.

# EDUCATION DEPARTMENT

## 2026-2027 School Year

### CALEXICO MISSION SCHOOL

**Grade 3-4 Elementary School Teacher. Full-time.** Calexico Mission School 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. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/63>. For more information you can contact Theresa Alvarez-Diaz, Principal, at [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org).

**Remuneration:** \$56,862 - \$80,548 depending on years of experience and NAD Certification

### 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](mailto:whernandez@ecsdaschool.org).

**Remuneration:** \$17.63 – \$20.39

### LAGUNA NIGUEL CHRISTIAN SCHOOL

**Administrative Assistant. Part-time.** Seeking a qualified candidate to work as a team with the elementary office administration and staff. This position provides administrative, clerical, communication, and operational support to the Teaching Principal. The Administrative Assistant assists with daily office operations, parent and student communication, substitute support, school events, classroom supply coordination, records, schedules, and other administrative needs. This position serves as a primary point of contact for students, parents, staff, visitors, and substitutes, and is expected to maintain confidentiality, professionalism, organization, and a supportive office environment. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and be organized and attentive to details.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/69> . For more information, you can contact Alison Jobson, Associate Superintendent, at [Alison.Jobson@seccsda.org](mailto:Alison.Jobson@seccsda.org).

**Hourly Rate:** \$19 - \$25 per hour

### LOMA LINDA ACADEMY

**Administrative Assistant – Full-Time:** Loma Linda Academy Elementary School is seeking a qualified candidate to work as a team with the elementary office administration and staff. This position provides administrative, clerical, communication, and operational support to the Elementary School Administration and serves a key role in supporting the work of the administrative team. The Elementary Administrative Assistant assists with daily office operations, parent and student communication, substitute support, school events, classroom supply coordination, records, schedules, and other administrative needs. This position serves as a primary point of contact for students, parents, staff, visitors, and substitutes, and is expected to maintain confidentiality, professionalism, organization, and a supportive office environment. The Elementary Administrative Assistant upholds the mission and values of Loma Linda Academy. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and be organized and attentive to details.

Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/68> . For more information, you can contact Blanca Calixto, Elementary School Principal, at [bcalixto@lla.org](mailto:bcalixto@lla.org).

**Hourly Rate:** \$23.43/hr - \$29.46/hour

**Elementary Vice Principal for Student and Spiritual Life. Full-time. 12-Month.** Loma Linda Academy is seeking a student-centered, organized, and collaborative individual to serve as Vice Principal for Student and Spiritual Life. The candidate should demonstrate a commitment to nurturing a safe and supportive environment where students grow socially, emotionally, and spiritually. This position oversees student behavior and attendance policies, supports student wellness and engagement, mentors student leaders, and helps coordinate student activities and campus events. In collaboration with the principal, this individual also leads out in the planning of chapels, spiritual programs, and outreach opportunities that contribute to the overall spiritual rhythm of student life. Applicants must have at least a bachelor's degree and SDA teacher certification. A minimum of 5 years of teaching experience is required, with leadership or administrative experience strongly preferred. A master's degree in administration or educational leadership is preferred. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/61>. For more information you can contact Blanca Calixto, Principal, Elementary School Principal at [bcalixto@lla.org](mailto:bcalixto@lla.org).  
**Remuneration:** \$59,878 - \$84,786 depending on years of experience and NAD Certification.

**Junior High Boys P.E. Teacher Plus Additional Classes Based on Certification, Experience, and Expertise. Full-time.** Loma Linda Academy is seeking a Junior High Boys P.E. teacher to serve as a Christ-centered educator who supports the mission of Loma Linda Academy by providing high-quality instruction, fostering student growth, and contributing to a safe, supportive, and collaborative learning environment. The teacher demonstrates strong knowledge of curriculum, classroom management, and effective instructional practices aligned with standards-based education. As a member of the faculty, the teacher is expected to model Christian values in word and action, work collaboratively with colleagues through Professional Learning Communities, and support the spiritual, academic, social, and physical development of students. Teachers are also expected to fulfill assigned responsibilities both inside and outside the classroom. Minimum of a bachelor's degree in education, single subject for secondary or BA in Elementary Education or equivalent. NAD Teacher Certification with endorsement in relevant subject area.  
Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/47>. For more information you can contact Amy Sovory, Junior High School Principal, at [asovory@lla.org](mailto:asovory@lla.org).  
**Remuneration:** \$56,862 - \$80,548 depending on years of experience and NAD Certification

**Strings Teacher. Part-time.** Seeking an experienced strings teacher to teach 1st – 12th grade strings. The Strings Teacher serves as a Christ-centered educator who supports the mission of Loma Linda Academy by providing high-quality instruction, fostering student growth, and contributing to a safe, supportive, and collaborative learning environment. The teacher demonstrates strong knowledge of curriculum, classroom management, and effective instructional practices aligned with standards-based education. As a member of the faculty, the teacher is expected to model Christian values in word and action, work collaboratively with colleagues through Professional Learning Communities, and support the spiritual, academic, social, and physical development of students. Please click the following link to start the application process: <https://seccsda.bamboohr.com/careers/67>. For more information, you can contact Amy Sovory, Junior High School Principal, at [asovory@lla.org](mailto:asovory@lla.org).  
**Remuneration:** \$32,430 - \$45,931 depending on years of experience and NAD Certification.

**Teacher's Aide/Supervisor/Crossing Guard. Part Time.** Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for a part time Teacher's Aide/Supervisor/Crossing Guard. The position requires candidates to work closely with a classroom lead teacher in following lesson plans and working with small groups of students in and out of the classroom. Teacher Aide must love to work with younger students. The ability to work as a team member is highly valued and essential. If interested, please submit a resume and references to Rachel Romero, Elementary Vice Principal at [rromero@lla.org](mailto:rromero@lla.org)  
**Remuneration:** \$17.97/hr - \$20.74/hr

## **ORANGEWOOD ACADEMY**

**Teacher's Aide. Part-time.** Orangewood Academy 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. If interested, please email your resume and references to Zaidy Olivarría, Principal, email: [zolivarria@orangewoodacademy.com](mailto:zolivarria@orangewoodacademy.com)  
**Remuneration:** \$17.63 - \$20.39