

# SECC JOB OPPORTUNITIES

September 13, 2022

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 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.

**For all office positions, please complete and send an employment application to [andrea.crane@seccsda.org](mailto:andrea.crane@seccsda.org)**

Employment Applications may be downloaded from [Employment Application - writable.pdf \(seccadventist.org\)](https://seccadventist.org/employment-application-writable.pdf)

## Conference Office

### AUDITING DEPARTMENT

**Auditing Assistant. Part-Time. 20 hrs./wk.** The SECC Auditing Department is seeking a candidate to perform duties such as reviewing of documents, verifying bank deposits to receipt records, and conducting random sample disbursement testing. Requires computer skills in Word and Excel, attention to detail, reliable attendance, good language skills and ability to maintain confidentiality. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

**Staff Conference Auditor. Full-time.** Seeking qualified candidate to perform audits of churches and schools within Southeastern California Conference. B.S. degree in Accounting or Finance and 2+ years auditing experience required. MBA in accounting/finance or CPA is preferred. Successful candidate will have the ability to function well in a team environment and be able to relate well with diverse groups. For a job description or more information, please contact Human Resources Department at (951) 509-2351.

### HISPANIC MINISTRIES DEPARTMENT

**Administrative Secretary. Full-time.** This position supports the Vice-President for Hispanic Ministries. Requires competence in event planning, website management, communication, and office management. Must be proficient in Microsoft Office Suite and be willing to learn new applications as necessary. Experience with graphic, social media and web design programs preferred; excellent oral and written bilingual (Spanish/English) communication skills are necessary; must be able to handle multiple projects with overlapping deadlines. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

### LEGAL & PROPERTY SERVICES DEPARTMENT

**Clerk. Part-time. 10 hrs./wk.** Seeking a candidate to perform clerical duties including answering phones, data entry, prepping property files for scanning, 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 a job description or more information, please contact the Human Resources Department at (951) 509-2351.

### MEMBERSHIP DEPARTMENT

**Conference Clerk. Part-Time.** Seeking a qualified candidate to manage and coordinate membership in SECC territory. Must be able to work closely with church clerks on membership training, membership process and issues, as well as conduct church clerk workshops. Responsibilities include maintaining records of church membership in eAdventist (a

membership database); run membership reports as needed and on a quarterly basis; serve as clerk for companies, SECC conference church, and offline churches; maintain local church pastor data in eAdventist; manage subscription and promotional mailings; and assist in meeting preparations. Requirements: Computer literacy in database and web-based programs; ability to read, analyze, interpret, and generate data reports and general correspondence; ability to think critically; detail orientation and ability to focus; strong people skills. Bilingual in Spanish preferred. For a job description or more information, please contact Human Resources Department at (951) 509-2351.

## Children's Centers

### AZURE HILLS CHILDREN'S CENTER

**Preschool Teacher. Part-time.** Candidate must have 12 core units in Early Childhood Education (ECE), AA or BA in ECE preferred. Experience in ECE classroom required. Please send resume to [azurehillschildrenscenter@yahoo.com](mailto:azurehillschildrenscenter@yahoo.com).

### LOMA LINDA ACADEMY CHILDREN'S CENTER

**Teacher's Aide. Full Time.** Loma Linda Academy Children's Center is seeking a patient, flexible, caring, and energetic candidate to fill the position of Teacher's Aide. The position requires candidates to work closely with a classroom lead teacher. The Teacher Aide must love to work with younger children. The ability to work as a team member is highly valued and essential. If interested, please submit a resume and references to Mariana Mitroi, Children's Center Principal at [mmitroi@lla.org](mailto:mmitroi@lla.org).

**Teachers.** Loma Linda Academy Children's Center is looking to recruit teachers for their Center. Candidates must have completed 12 core units in Early Childhood Education. Teaching experience or a degree in Early Childhood Education a plus. Interested individuals who are: a team player, have an understanding of child development, able to perform best practices and the ability to create an open, friendly, nurturing, cooperative atmosphere where parents and children feel comfortable and secure. If interested, please send resume to [jbergvall@lla.org](mailto:jbergvall@lla.org)

## Churches

### CRESTLINE SDA CHURCH

**Bible Worker. Part-time. 16 hrs./wk., \$20 per hr. A 6-month position, renewable, based on performance.**

Crestline SDA Church is looking for a self-motivated person with good organization, presentation, and time management skills; a faithful Seventh-day Adventist who loves Jesus and can show others the love of God. This friendly and enthusiastic candidate must have good knowledge of the Bible and the fundamental beliefs and teachings of the SDA Church. Must have independent transportation. Must be able to attend our church to foster relationships with members to train and engage them in Bible studies while inviting interests to church and engaging visitors and non-members in learning about Jesus with the goal of winning them to Christ. Former experience as a Bible Worker or Literature Evangelist is a plus. To get a job description, contact Mariángeli Morauske at [crestlinesdachurch@gmail.com](mailto:crestlinesdachurch@gmail.com) or for more information, call (909) 723-4766.

### CROSSWALK SDA 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)

## LOMA LINDA UNIVERSITY SDA CHURCH

**Custodial. Part-time.** Loma Linda University SDA Church is looking for someone interested in keeping God's Sanctuary and its facilities clean. If you are one who finds joy in cleaning, then we want you to contact the church office to request a job description by calling (909) 558-4570 or you may fax (909) 558-4186 to send a resume or an employment application.

**Systems Engineer. Full Time.** Loma Linda University SDA Church is looking for someone with experience in server management, network management, and video broadcast management. This person would be expected to maintain our expansive video infrastructure online. This includes video ingest stations, editing bays, postproduction processing, and cloud solutions through Amazon AWS. An ideal candidate would be able to use the equipment and train volunteers and interns when needed on church equipment. Call Victor Braga at 909-558-7409 or email [vbraga@lluc.org](mailto:vbraga@lluc.org) if interested.

**UReach Thrift-Clerk; Part-time. 22 hrs. (Thurs, Friday, Sunday)** 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 and have a pleasant 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. Must possess skills in working with culturally and ethnically diverse groups. Must have good listening and communication skills. Must possess adaptability and creative responses to setbacks and obstacles. To apply or for more information, please contact Linda Mendez at [lmendez@lluc.org](mailto:lmendez@lluc.org) or call (909) 796-4400 for more information.

## MT. RUBIDOUX CHURCH

**Mt. Rubidoux Church** - Administrative Assistant, full-time. Work closely with pastor and ministry leaders in all aspects of church business. Point of contact for members and guest visitors or callers to the church. Provides clerical support for pastors and ministry leaders, including correspondence and weekly bulletin. Maintains updated church records and manages church office. For information, please contact the Human Resources Department at [humanresources@seccsda.org](mailto:humanresources@seccsda.org) or 951-509-2351.

## OCGRACE SDA CHURCH

**Administrative Assistant. Part-time. 19 hrs/wk.** OCGrace SDA Church is looking for a part-time administrative assistant. Candidate must work positively with the public, church members, ministry leaders, and the pastors. Candidates must have a working proficiency with computers including word processing, presentation software, and website navigation. Experience with church management software is preferred. Candidate must have willingness to learn additional software and other technology as needed. Detailed job description and pay scale available upon request. Please send resumes or inquiries to us at [info@ocgrace.com](mailto:info@ocgrace.com) or call (714) 534-1987 Ext. 107.

**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. 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 Ext. 107.

**Technology Coordinator. Part-time. 10 hrs/wk.** OCGrace is looking for a part-time technology coordinator. Candidate will have some experience with audio mixing, lighting, video-production, and live streaming to operate the church's equipment, coordinate volunteers, and provide basic level of training. Candidate must be committed to providing quality service in a Christ-centered institution. Experience or familiarity with the following programs and hardware is preferred: ProPresenter (live presentation software), Planning Center Online (scheduling of volunteers and event planning), ATEM mini pro software control (switching), Blackmagic's DeckLink media express (capturing the video and converting it to mp4), Adobe Premiere (postproduction editing), Midas M32 soundboard, Behringer x32 rack, Shure UTX wireless mics, Panasonic PTZ cameras, and Teradek Streaming gear. Please send resumes/inquiries to [info@ocgrace.com](mailto:info@ocgrace.com) or call (714) 534-1987 Ext. 107.

## ORANGE SDA CHURCH

**Administrative Assistant. Part-Time.** Orange Church is looking for a part-time Administrative Assistant to work 10-12 hours a week for \$20/hr. with increased hours and pay available for additional on the job skills (technology). Basic office and organizational skills required. Beyond competence we seek compassion in our workplace as we minister to both church and community members with kindness and confidentiality. Join our team and mission to serve congregant and community

for Christ. Contact Linda Calder at [orangesdachurch@gmail.com](mailto:orangesdachurch@gmail.com) or (714) 696-1732 for job description and more information.

### **SAN DIEGO ETA SPANISH SDA CHURCH**

**Bible Worker. Temporary/Part-time.** San Diego ETA SDA Church is looking for a temporary/part-time Bible Worker. If interested and for more information, please send your Resume and Employment Application to Pastor Joel Soto, at [Sotorio@aol.com](mailto:Sotorio@aol.com).

### **VALLEY SDA CHURCH**

**Secretary/Business Manager. Part-time.** Valley SDA Church is looking for a part-time Secretary/Business Manager to be responsible for managing the daily operations of the church, church's schedule of event, keeping accurate records while supporting the Pastor and other church staff members. For more information or to receive a copy of the job description, contact Pastor Eric Penick in the church office at (951) 672-9699.

**Bookkeeper/Treasurer. Part-time.** The Valley SDA Church is looking for a part-time Bookkeeper/Treasurer to encourage faithfulness in the returning of tithes and offerings. Individual will ensure the proper custody of all church funds according to the Division, Union, Conference and Local Church policies. Effective and efficient use of local church financial resources. Provide current information on local church financial performance and the financial impact on the church community. For information or to receive a copy of the job description, contact Pastor Eric Penick in the church office at (951) 672-9699.

## **2022-2023 School Year**

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

### **CALEXICO MISSION SCHOOL**

**High School Science Teacher. Full-time. Start date is October 24, 2022.** Calexico Mission School is seeking, a caring and creative, energetic, and collaborative individual. The teacher is responsible for providing an educational atmosphere where students can fulfill their potential for intellectual, spiritual, emotional, and physical growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success. Applicants must have a strong desire to mentor young people and a willingness to serve others. This position includes teaching Physical Science, Biology, Chemistry, Anatomy & Physiology, and Health/Careers. Applicants should have a minimum of a bachelor's degree in Chemistry, Biology, or related field of study with a secondary endorsement in Chemistry. Applicants are required to have and maintain a valid teaching certificate issued by the North American Division of Seventh-day Adventists. Please fill out the conference application and send it to Mrs. Alvarez-Diaz, Principal at [principal@calexicomissionschool.org](mailto:principal@calexicomissionschool.org).

### **DESERT ADVENTIST SCHOOL**

Desert Adventist School is seeking an online math teacher for grades 6-8. Requires approx. 2 hours per day. In addition to the teaching responsibilities, the teacher will need to prepare grade reports and communicate with parents as needed. For more information, please contact Jay Emery at [jemery@desertadventistacademy.org](mailto:jemery@desertadventistacademy.org)

### **LA SIERRA ACADEMY**

**Aide. Part-Time.** La Sierra Academy is seeking candidates with flexible schedules and who are willing to fill in for any of our teacher's aides, drop-off/pick-up supervision, and recess supervisors. This would be part-time. Please send resumes to Mrs. Munoz Beard at [emunoz@lsak12.com](mailto:emunoz@lsak12.com).

**AVID Tutor. Part-Time.** La Sierra Academy is seeking a caring individual who desires to help 9<sup>th</sup>/10<sup>th</sup> graders in AVID. We want to start a long-term relationship with someone wanting to be part of our AVID team. Apply if you are familiar with AVID and a trained AVID tutor. You must be able to tutor on Tuesdays and Thursdays 10:30-11:30 & 1-2. If you are interested, please fill out the employment application form and contact Mrs. Munoz Beard at [emunoz@lsak12.com](mailto:emunoz@lsak12.com).

**High School Math Teacher. Full-time.** La Sierra Academy is seeking applicants for a High School Mathematics Teacher. **Start date is September 1, 2022.** The teacher is responsible for providing an educational atmosphere where students can fulfill their potential for intellectual, spiritual, emotional, and physical growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success. Applicants must have a strong desire to mentor young people and a willingness to serve others. This is a full-time, salaried position that includes teaching Algebra I, Algebra II, Geometry, Pre-Calculus and potentially AP Statistics (if the teacher is certified to do so). Applicants should have a minimum of a bachelor's degree in Mathematics with a secondary endorsement in Mathematics. Applicants are required to have and maintain a valid teaching certificate issued by the North American Division of Seventh-day Adventists. Please fill out the conference application and send it to Mrs. Muñoz Beard, CC-12 Principal at [emunoz@lsak12.com](mailto:emunoz@lsak12.com).

## LOMA LINDA ACADEMY

**Afterschool Supervisor – Part-time.** Loma Linda Academy is looking for a responsible and caring individual to provide afterschool campus supervision for approximately 12 hours per week. Responsibilities include supervising and monitoring student safety. If interested submit a completed SECC employment application and resume to Hans Figueroa, High School Principal, at [hfigueroa@lla.org](mailto:hfigueroa@lla.org).

**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. Responsibilities include audio/visual support, organizing of equipment and supplies, installation of new or moved devices in classrooms and labs, and software deployment. They should also be able to provide excellent customer service to all clients and users in a timely fashion. Please submit resumes to Duane Tan at [dtan@lla.org](mailto:dtan@lla.org).

**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 Mark Brettnacher, Plant Services Director, at (909) 796-0161 x 3700 or by email at [mbrettnacher@lla.org](mailto:mbrettnacher@lla.org).

**System Administrator. Full-time.** The Loma Linda Academy IT Department is looking for a full-time qualified system administrator to join their IT team. LLA is a large campus environment with over 1400 users and 650+ workstations, consisting of two sites. The candidate should have experience with administration of Microsoft Exchange, Microsoft Active Directory, Windows servers, and Mac servers. In addition, the candidate should be proficient at supporting Windows 7, 8, 10, IOS, Adobe, Google, and Microsoft Office. Moreover, management experience with enterprise antivirus solutions and workstation imaging very valuable. Real world experience with VMware's ESXi platform a big asset. Candidate should possess strong computer networking skills, preferably on Cisco hardware. And most important, be committed to providing quality service in a Christ centered institution. Please submit resumes to Duane Tan at [dtan@lla.org](mailto:dtan@lla.org).

## MESA GRANDE ACADEMY

**Maintenance Worker. Part-time or Full-time.** Mesa Grande Academy has an opening for a Maintenance worker. This person needs to be able to work with a variety of maintenance issues on campus including plumbing (toilets, urinals, drinking fountains, faucets) repairs, some electrical repairs, moving classroom furniture around and storing items, sprinkler and pipe repairs, fence maintenance, door maintenance, painting, wood and cabinet repairs, minor cement repairs. This position has potential to be either full-time or part-time. No license is required, and the candidate does not need to be a master in the areas of maintenance. However, you do have to have the ability to learn skills quickly. If you are interested in additional information, please contact Alfred Riddle at (909) 855-5193 or e-mail [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org)

## MURRIETA SPRINGS ADVENTIST CHRISTIAN SCHOOL

**5<sup>th</sup>-6<sup>th</sup> Grade Teacher. Full-time.** Murrieta Springs Adventist Christian School is seeking a dedicated 5<sup>th</sup> & 6<sup>th</sup> grade teacher for the 2022-2023 school year. Candidates should have a love for young people, the ability to work well with caring teachers and staff serving the Murietta community. MSACS is a lovely campus located on the church grounds just off interstate 15. Please send application and resume to Associate Superintendent, Bill Arnold at [bill.arnold@seccsda.org](mailto:bill.arnold@seccsda.org).

## **SAN ANTONIO CHRISTIAN SCHOOL**

**Custodian. 8-10 hours per week.** San Antonio Christian School located in Ontario, CA is looking for an individual with a desire to help keep our campus clean and safe. Applicant must be flexible and personable. Please send a resume and SECC employment application to [karen.dunbar@sachristianschool.org](mailto:karen.dunbar@sachristianschool.org).

## **SUBSTITUTE TEACHERS**

Substitutes open hire months will be January, March, June, September, and November only.

Paperwork may be submitted at other times, but will only be finalized during  
January, March, June, September, and November.

Substitute teachers are needed in San Diego, Orange, Desert, and Imperial counties.

For more information contact,

Kathi Christenson, Education Secretary at (951) 509-2311 or [Kathi.Christenson@seccsda.org](mailto:Kathi.Christenson@seccsda.org)

**PLEASE NOTIFY ANDREA CRANE WHEN POSITIONS ARE FILLED**

(951) 509-2351

[andrea.crane@seccsda.org](mailto:andrea.crane@seccsda.org)