

SECC JOB OPPORTUNITIES

November 9, 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

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

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.

EDUCATION DEPARTMENT

Clerk. Part-time. 12 hrs./wk. Seeking a candidate to perform clerical duties including answering phones, data entry, 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 and more information, please contact the 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.

HUMAN RESOURCES DEPARTMENT

Human Resources Generalist. Full-Time. Non-Exempt. This position will work under the direction of the HR Director in the areas of Reception, Recruitment, Job Descriptions, various data entry and reports. This position will also serve as support for general HR functions. Two years of college and two years of clerical experience desired. Years of office experience can substitute for college. Requires demonstrated knowledge of Microsoft Office Suite. For more information, please submit an employment application and a resume to Humanresources@seccsda.org. You may contact Andrea Crane, HR Management Assistant, at andrea.crane@seccsda.org or 951-509-2351 to obtain a job description and schedule an office skills test.

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.

YOUTH DEPARTMENT

Youth Department secretary. Full-time. Seeking a qualified candidate to join our Youth Department team and bring their unique set of talents. Position will provide clerical and administrative support to various youth programs and ministries, but especially assist the department director and the club ministries director. Organization, relational skills, and being a team player are especially valued. The ideal candidate will have familiarity with Pathfinder and Adventurer ministries and have a love for young people. Position will require regular weekday office hours and occasional weekends for special events and programs. To receive a job description or more information, please contact Human Resources Department at (951) 509-2351. Hoping to hire soon!

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.

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.

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

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 or for more information, call (909) 723-4766.

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 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 limendez@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 humanresoruces@seccsda.org or 951-509-2351.

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. Candidate must have proficiency with the drum set and hand percussion instruments. Please send resumes or inquiries to us at 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 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.

2022-2023 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 \(seccadventist.org\)](#)

ESCONDIDO ADVENTIST ACADEMY

Cafeteria & Teacher's Aide. Part-Time. 8-16 hours per week. Friendly and reliable person willing to work flexible hours each week in a student supervision role for our before/after school program (Homestretch) that will split with food handling experience to support cafeteria needs. Student supervision experience is needed as well as a food handler's license. Please fill out conference application and send it to Principal Darena Shetler at dshetler@easchool.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.

AVID Tutor. Part-Time. La Sierra Academy is seeking a caring individual who desires to help 9th/10th 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.

High School Math Teacher. Full-time. La Sierra Academy is seeking applicants for a High School Mathematics Teacher. **Start date is January 3, 2023.** 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.

LOMA LINDA ACADEMY

Accountant. Full Time. Loma Linda Academy Business Office is looking for a full-time Accountant to join their team. The ideal candidate must have general knowledge and understanding of accounting procedures. Preferred 1+ years of accounting-related experience or an equivalent combination of education and training. Main responsibilities will include billing and collections, month-end reconciliations, and data entry for the Advancement Department. For information, please contact Claudia Hernandez, Assistant Business Administrator, at (909) 796-0161 x 3351 or by email at chernandez@lla.org.

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.

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.

Junior High Receptionist/Campus Supervisor. Part-time. Loma Linda Academy is looking for a responsible and caring individual to provide supervision outside before school, at mid-morning break, and during lunch. They will also answer phones and assist with clerical duties as assigned. If interested submit a completed SECC employment application and resume to Amy Cornwall, Junior High Principal, at acornwall@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

ORANGEWOOD ADVENTIST ACADEMY

Teacher's Aide. Part-Time. Orangewood Academy is seeking a patient, flexible, caring, and energetic candidate to fill the position of part time teacher's aide. This position requires the candidate to work closely with a classroom lead teacher. The teacher's aide must love to work with younger children. The ability to work as a team member is highly valued and essential. If interested, please contact Winston Morgan, principal at Orangewood Academy, at principal@orangewoodacademy.com

REDLANDS ADVENTIST ACADEMY

Principal. Full-Time. Redlands Adventist Academy is looking for a K-12 Principal beginning in **July 2023**. RAA is a one campus K-12, school in Redlands, California with over 400 students. The school has an excellent, qualified teaching staff and a very supportive community and constituency. RAA is a family community that is looking for a relational leader that is experienced in team building, strengthening community relations as well as setting and carrying out a vision for the school. This person must have experience in administration and preferably hold a master's degree or higher. A love for kids as well as being a people person are essential for success. For more information, send a resume and/or contact Bill Arnold at 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 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.

VALLEY ADVENTIST CHRISTIAN SCHOOL

Classroom Aide. Part-Time. 10 hours per week. VACS located in Moreno Valley is in need of a classroom aide for grades 1-8. Responsibilities include and are not limited to helping pupils with their learning, often focused on math, reading and writing. Supervising group activities, setting up equipment for lessons and keeping classrooms safe and tidy. Helping develop programs of learning activities and adapting appropriate materials. Assisting the teacher with grading, tutoring. Assisting students with computers and art. Please contact the Principal Ester Oyoyo at esteroyoyo@vacsonline.org or via cell phone 909-550-3528

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

PLEASE NOTIFY ANDREA CRANE WHEN POSITIONS ARE FILLED

(951) 509-2351

andrea.crane@seccsda.org