

CURRENT SECC JOB OPPORTUNITIES

March 27, 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 \(seccadventist.org\)](#)

Conference Office

COMMUNICATIONS DEPARTMENT

Director for Communication and Media. Full-time. Southeastern California Conference is seeking a Director for Communication and Media to assist officers in visioning, developing, and implementing a comprehensive communication and media strategy for our territory. Pastoral ministry experience preferred. We are looking for someone who is passionate about telling the stories of God's activities in our churches, schools, lives of our members and the communities we serve, finds joy in connecting, engaging, networking, and collaborating with people and has demonstrated ability to embrace the diversity that is SECC. Additionally, this person would mentor and empower digital natives who are eager to serve the church through communication and media ministry and build a wide network of human resources. Applicant should have an understanding and appreciation of the framework for ministry found in our local churches and schools. For more information or to request a copy of the job description, please contact Andrea Torres at 951-509-2351 or

andrea.torres@seccsda.org.

Salary: \$2,619 - \$2,936 biweekly.

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

Hourly Wage: \$19.00/hr.

LOMA LINDA UNIVERSITY CHURCH

IT Specialist- Full Time. Loma Linda University Church is seeking a skilled IT Specialist to join our team and support our growing technological infrastructure. This position plays a vital role in maintaining the integrity and performance of our networking, video, audio, and low-voltage systems to ensure seamless operation and service delivery. The ideal candidate will have a strong foundation in enterprise networking, video systems, and low-voltage applications with a willingness to learn and adapt in a dynamic, faith-based community environment. For more information, contact Victor Braga at vbraga@lluc.org.

Hourly Wage: \$25.00hr - \$30.00hr

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.

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

Hourly Wage: \$16.97

UReach Café Sous-Chef. Full-Time. UReach Café is looking for a Sous-Chef that will function as second in command, working directly under the Head Chef/Manager. Sous-Chef will manage the other UReach Café kitchen members and ensure that the daily menus and tasks are completed. They will work alongside the Head Chef and assistant manager to ensure the café works within their budget to maintain prices and keep menus current. Will also work with Head Chef on catering events and online orders. They must be able to lift heavy pots, food boxes, place orders and work in an environment of adaptability. Must be able to work with cultural and ethnically diverse groups and have great communication skills.

Hourly Wage: \$22.72-\$29.74 (6 Steps)

UReach Café Clerk/Cashier. Part-Time. UReach is looking for someone reliable with retail experience for the UReach Cafe. As cafe clerk/cashier, they are expected to fulfill the following duties: merchandising, maintaining cleanliness in the cafe, assisting customers, and have a pleasant and helpful demeanor. The cafe clerk will provide customer assistance by preparing drinks, fulfilling orders, and helping volunteers with their tasks, as well as serve as cashier to the patrons of UReach Cafe. They will also be expected to work closely with the head manager, other store clerks and volunteers to ensure that the store reflects LLUC in a positive way.
Hourly Wage: \$16.97

NEW HOPE SDA CHURCH

Keyboardist. Part-time. New Hope SDA Church is looking for a part-time Keyboardist to work with every Sabbath morning during the worship service and practice rehearsal with praise teams. Times may vary from week to week. Candidates must work positively with other members, worship coordinators, and pastors. Candidates must have proficiency with the keyboard and or piano. Please send resumes or inquiries to us at newhope2420@gmail.com or call (800) 409-3165.

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 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 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 \(seccadventist.org\)](#)

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.

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

EDUCATION DEPARTMENT

2023-2024 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

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. Please send resumes to Mrs. Munoz Beard at emunoz@lsak12.com.

Salary: \$16.09/hr - \$21.08/hr

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 the potential to be either full-time or part-time. If you are interested in additional information, please contact Alfred Riddle at (909) 855-5193 or e-mail alfred.riddle@mgak-12.org

ORANGEWOOD ACADEMY

Maintenance Worker. Part-time or Full-time. Orangewood 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 the potential to be either full-time or part-time. If you are interested in additional information, please contact Winston Morgan via e-mail winstonmorgan@orangewoodacademy.com

REDLANDS ACADEMY

Teacher's Aide/Supervisor- Full Time. Redlands Academy is seeking patient, flexible, caring, and energetic candidates for a Full time Teacher's Aide/supervisor for the 2023-2024 school year. 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. The Teacher Aide must love to work with younger students. The ability to work as a team member is highly valued and essential. Must be an active member of the SDA Church and be eligible to work in the USA. If interested, please submit a resume and references to Bill Arnold, Principal at barnold@redlandsacademy.org

Salary: \$16.62/hr - \$19.17/hr

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 \(seccadventist.org\)](#)

EL CAJON SDA CHRISTIAN SCHOOL

Multi-grade teacher (K-3 or 4-8). Full-time. El Cajon SDA Christian School is seeking applicants who love Jesus and place a high priority on providing students with a well-balanced educational experience. Multi-grade teaching experience is a plus. Creativity in integrating strong academics, physical activity, and service to others is valued. Good rapport and the ability to communicate well with school staff, students, parents, and church members should be a high priority. Candidates must display a willingness to meet individual student learning needs and actively participate in curriculum in-services. Minimum requirement of BA/BS degree, current NAD Elementary certification, a member of the SDA church, and must have the legal right to work in the United States. If interested in being considered, please send a copy of your current NAD certificate, your philosophy of teaching, a letter of interest, your resume - including at least three references with e-mail addresses and phone numbers, to Rachel Romero, Interim Assoc. Supt & Small School Support at rachel.romero@seccsda.org

Salary: 72% - 102% (\$60,918-\$86,294) depending on years of experience and NAD Certification

LOMA LINDA ACADEMY

Assistant Plant Services Director. Full-time. The Loma Linda Academy is looking for an experienced Assistant Plant Services Director to help supervise a staff of 5 adult employees and several student workers. The ideal candidate will have 3-5 years of experience in one or more construction trades (HVAC, electrical, carpentry, masonry, plumbing, mechanical) and 1-2 years of experience in facilities management. A high school diploma is required. Applicants must undergo a background check, driver's license check, and have the legal right to work in the USA. For information, please contact Gerson Gutierrez, at (909) 796-0161 x 3704 or by email at ggutierrez@lla.org.

Salary: \$66,612 and \$74,074 depending on experience.

Director of Advancement. Full-time. Seeking a candidate who is experienced in development and philanthropy. The Director of Advancement is dedicated to advancing the mission of the Academy by instilling a culture of philanthropy, coordinating fund development, and developing/implementing a broad-based fundraising plan that will meet the needs of LLA's Pre-School through 12th grade campus. Preferred candidates will be skilled in relationship building, customer service, writing, problem-solving, and planning events and must have a passion for Adventist education. Applicants must have a bachelor's degree, CFRE certification is highly desired. Interested candidates, please send resume and SECC application to Iveth Valenzuela Head of Schools, at ivalenzuela@lla.org.

Salary range: \$62,080 to \$77, 778.

Resource Teacher. Grades 7-12. Full time. Seeking a full-time resource teacher to serve students in grades 7-12. Duties include, but are not limited to, facilitating Student Study Teams (SST) and Accommodation Plan (AP) meetings, teaching pull-out resource classes, pushing in to classes to provide student support, collaborating with classroom teachers on strategies to support student needs, working with students, and tracking student progress. Applicants must have at least a bachelor's degree, teaching credential, and experience with resource students, Special Education credential preferred. Applicants must also live a personal lifestyle in keeping with SDA principles. If interested, please submit a letter of interest, resume, and copy of completed SECC Employment Application to Amy Cornwall Sovory, Junior High School Principal, at acornwall@lla.org.

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

Safety and Study Hall Monitor. Full Time. The Safety and Study Hall Monitor supervises all or most high school study halls and is based in the library. This individual is responsible for monitoring security cameras and reporting suspicious activity to the campus administrator(s) and if applicable to Head of Schools Office and Campus Security. The monitor will direct high school traffic after school, provide after-school supervision, and clear and lock up the high school buildings at the end of the day. This position will serve as part of the CC-12 Safety Committee and be assigned tasks related to the work of this committee. Applicants should have 2-3 years working with students and/or working in a high school. Associate's degree in a field related to education/health/safety or related area or high school diploma with sufficient experience may be acceptable. If interested submit a completed SECC employment application and resume Hans Figueroa, High School Principal, at hfigueroa@lla.org.
Salary: \$19.17/hr – \$22.37/hr

School Counselor. Elementary and Junior High. Full time. Loma Linda Academy is seeking a school counselor to serve grades TK-8. Employees will work half-time on the Elementary campus and half-time on the Junior High campus. Job duties include providing students with academic, behavioral, and social emotional support. This may be done individually or in group settings. Duties will also include collaborating with teachers to provide resources and support for instruction. The ideal candidate will have their school counselor credential and have an understanding and experience with 504 plans and individualized education plans. They should be familiar with the Multi-Tiered System of Support and be able to implement it as well as communicate and support teachers with MTSS. Candidates are expected to be able to communicate and consult effectively with parents via individual meetings, parent meetings, and written correspondence. They must have knowledge of professional resources in the mental health field to support the work and needs that may arise in the school setting. Applicants must also live a personal lifestyle in keeping with SDA principles. If interested, please submit a letter of interest, resume, and copy of completed SECC Employment Application to Amy Cornwall Sovory, Junior High School Principal, at acornwall@lla.org.
Salary range: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification.

Spanish/Religion Teacher - Grades 9-12. Full time. Seeking a Spanish teacher who is committed to delivering rigorous and engaging standards-based instruction while also creating an environment where students feel supported and valued. The ideal candidate is a dedicated, innovative, collaborative professional with strong communication skills who can develop successful relationships with students, staff, and our community. We are looking for passionate teachers who will inspire our students to discover their own greatness. This role is currently planned to teach 4 Spanish classes and 2 Bible classes. 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 Spanish and Religion. If interested, please submit letter of interest, resume, and copy of completed SECC Employment Application to Hans Figueroa, High School Principal, at hfigueroa@lla.org.
Salary range: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

Technology & Innovation - Grades 7 & 8. Full time. Seeking a Junior High teacher who is committed to delivering rigorous and engaging standards-based instruction while also creating an environment where students feel supported and valued. The technology and innovation curriculum includes, but is not limited to topics such as coding, 3D printing, and robotics within a framework of design thinking. The teacher in this position will work closely with the other Technology and Innovation teachers in Elementary and High School to ensure the implementation of a cohesively designed K-12 program. This role is currently planned to teach four Technology & Innovation classes and two Bible classes. The ideal candidate is someone who has at least a basic knowledge of technology skills, has strong classroom management skills, and is willing to learn new things through coaching and other professional learning opportunities. 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 Junior High students. Applicants must have at least a bachelor's degree and NAD Teacher Certification. Applicants should have completed their certificate to teach Encounter or will be required to do so if hired. If interested, please submit a letter of interest, resume, and copy of completed SECC Employment Application to Amy Cornwall Sovory, Junior High Principal, at acornwall@lla.org.
Salary: 72% - 102% (\$53,742-\$76,154) 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. Preferred candidates must have a bachelor's degree with experience working with students in music. Candidate should also possess a love for teaching, passion for music education, effective communication, patience, and adaptability. The selected applicant will also be responsible for conducting rehearsals/classes in preparation for the school's musical performances. 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.

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

Teacher – Grades 1 & 2 combo. Full-Time. Murrieta Springs Adventist Christian School is seeking an innovative, caring, and energetic individual who is passionate about working with elementary students in creating a learning environment that supports academic excellent for all students. The applicant will demonstrate a commitment to nurturing elementary students spiritually, academically, and socially. The preferred candidate will have a NAD teacher's certification with endorsement in elementary education, and experience with the process for setting focused academic growth for students. Must be an active member of the SDA Church and be eligible to work in the USA. If interested, please submit a letter of interest, resume, and a copy of completed SECC Employment Application to Dr. Michael Conner Associate Superintendent at Michael.Conner@seccsda.org.

Salary: 72% - 102% (\$60,918-\$86,294) depending on years of experience and NAD Certification.

Teacher – Grades 5 & 6 combo. Full time. Murrieta Springs Christian School is seeking an outstanding, dedicated Adventist educator with a collaborative mindset to teach 5/6 in a small school environment. MSACS is a diverse Kindergarten-to-8th grade school of approximately 80 students with a mission-oriented focus and a team of 4 experienced educators with support staff. The preferred candidate will have an endorsement in elementary education, and experience with the process for setting focused academic growth for students. They will be a strong example for young people and have a personal commitment to following Jesus Christ. The ideal candidate will also have a natural rapport with middle school students, with an effective classroom management style that wins the respect of students and parents while upholding integrity and professionalism. Additionally, the ideal candidate will demonstrate excellent organizational skills to address the unique needs of multi-age instruction, be a team player, and demonstrate a growth mindset. Minimum: B.S. degree and current NAD Elementary certification. Must have the legal right to work in the United States and be able to provide evidence of that right if employed. Must be an active member of the SDA Church. If interested, please send a copy of your current NAD certificate, a personal statement of why you would be interested in this position, your resume - including at least three references with e-mail addresses and phone numbers, and a copy of completed Southeastern California employment application to Dr. Michael Conner Associate Superintendent at Michael.Conner@seccsda.org.

Salary: 72% - 102% (\$60,918-\$86,294) depending on years of experience and NAD Certification

ORANGEWOOD ADVENTIST ACADEMY

Physical Education/Athletics Director. Full-Time. Seeking an experienced P.E teacher/Athletics Director for grades 6-12 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 be responsible for providing Physical Education instruction to high school & Middle School students in a classroom, gym or field setting in combination with a passionate Athletics director, who will be an essential member of our faculty team. We are in search of a candidate who has a genuine passion for working with young people and is committed to guiding them on their spiritual journey. The candidate must organize, supervise, and conduct a successful and robust intramural and varsity sports program and would be responsible for maintaining and caring for the athletic facilities scheduling and equipment. This role is currently planned to teach 3 sections of High School P. E., and 2 sections of Middle school P.E & be the Athletic Director. In addition to excellent teaching skills, the ideal candidate will be responsible for supervision and class sponsorship, which will allow you to build meaningful relationships with students outside the classroom. The individual will also demonstrate a commitment to contributing and participating in a thriving and active campus life, have 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. If interested, please submit letter of interest, resume, and copy of completed SECC Employment Application to Winston Morgan, K-12 Principal, at: principal@OrangewoodAcademy.com.

Salary: 72% - 102% (\$60,918-\$86,294) depending on years of experience and NAD Certification

REDLANDS ADVENTIST ACADEMY

High School Religion Teacher/Chaplain - Full-time. Redlands Adventist Academy is seeking a Christ-centered teacher who is secondary certified in Religion and is eager to build relationships and foster an environment in which students can discover their own personal relationship with Christ. The position includes teaching high school religion classes, including Music Ministry, serving as Campus Chaplain, and organizing chapel programs, weeks of spiritual emphasis, and community service opportunities. Qualified candidates should have a team-first attitude, look to inspire a spiritual focus on our campus. Experience: Ideal candidates should have bachelor's degree or higher and be certified in secondary religion or be able to obtain through a conditional certification. Secondary experience is preferred. Must have denominational certification or willingness to obtain. Must be an active member of the SDA Church and be eligible to work in the USA. To apply, please submit your resume with your contact information to our Principal Bill Arnold at barnold@redlandsacademy.org
Salary: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

High School Science Teacher. Full-time or Part-Time. Redlands Adventist Academy is seeking an innovative and collaborative individual to teach high school Science. Classes include basic biology, Chemistry, Anatomy & Physiology as well as AP and honors chemistry. In addition to excellent teaching skills, the ideal candidate will demonstrate a commitment to nurturing high school students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree or higher. Must be an active member of the SDA Church and be eligible to work in the USA If interested, please submit letter of interest, resume, and copy of completed SECC Employment Application to Principal Bill Arnold at barnold@redlandsacademy.org
Salary: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

Principal. Full-time. Redlands Adventist Academy announces the opening of the principal's position to begin July 1, 2024. RAA is the newest academy in the conference. Presently, RAA has over 400 students (30 faculty) in grades K-12. Southeastern California Conference is looking for a dynamic individual to lead RAA. The ideal candidate would be one who has had some previous administrative experience with both elementary and secondary grades, a visionary who also has strong managerial skills, a spiritual leader and holds current denominational certification. Must be an active member of the SDA Church and be eligible to work in the USA. Resumes and inquires may be directed to Bill Arnold, Associate Superintendent of Schools, bill.arnold@seccsda.org (951) 509-2314.fax: (951) 509-2392.
Salary: 72% - 102% (\$56,576-\$80,158) depending on years of experience and NAD Certification

SAN DIEGO ADVENTIST ACADEMY

7TH Grade Teacher. Full-time. San Diego Academy is a kindergarten through 12th grade school with nearly 200 students of diverse cultures, ethnicities, and home languages. Applicants for this position must model Christ-like behavior and attitudes, to positively impact students in leading them to Christ. The ideal teacher to join our team is collaborative, holds students to high standards while nurturing their individual growth. She/He should be able to deliver instruction to students on the indicated subjects or grade levels using a variety of teaching methods and activities. Experience with standards-based teaching is a plus. The selected employee will also be responsible for other school duties as assigned. Applicants must be able to work legally in the United States at the time of application. Interested applicants should submit their resumes to: Ms. Shawn Thomas, Principal via email at principal@sdacademy.com by April 15, 2024.
Salary: 72% - 102% (\$60,918-\$86,294) depending on years of experience and NAD Certification