

CURRENT SECC JOB OPPORTUNITIES

April 25, 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.

YOUTH MINISTRIES DEPARTMENT

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

Hourly Wage: \$17.50/hr

Churches

CROSSWALK CHURCH

Facilities Director. Part-Time. Will manage the warehouse storage and equipment, work directly with staff for set up/tear down of church events and building functions, regularly inspect the church premises for areas of need or concern, and support the ministry goals of Crosswalk Church through the application of expertise primarily in areas including custodial care and maintenance, janitorial needs, building operations, and mechanical systems. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing. Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements. Develop and recommend a plan to repair and/or replace needed items around the facility, and keep the facility clean, attractive, and well-maintained, inside, and out. Develop and oversee a team of volunteers to serve in maintenance. Set-up rooms weekly as requested, and update facilities to annual fire inspection codes. Send resume to Christianne@CrosswalkVillage.com

Hourly Wage: \$19.00/hr.

LOMA LINDA UNIVERSITY CHURCH

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

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

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

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

LA SIERRA ACADEMY

Grade 7-12 Teacher. Part-Time. LSA is looking for a teacher with energy, dedication, and understanding to teach junior high and high school students. Candidate should be strong in teaching and supporting in multiple areas in grades 7-12: music appreciation, freshman seminar, math, and tutoring. Candidate should show proficiency with technology, working with people from a wide range of ethnic diversities, and flexibility and collaboration skills needed as a team player. A willingness to support and assist other faculty members and administration is desired. This opening is for a 40% part-time, 10-month assignment that starts on August 12, 2024. The successful candidate will have the following qualifications: 1) holds or is qualified to receive NAD teaching certification; 2) a team player; 3) has a passion for the development of young people and is on fire for Jesus Christ; 4) knowledgeable in multiple curriculum areas grades 7-12; 7) possesses the skills of organization, follow-through, and communication; 8) being bilingual in English and Spanish would be a plus. Please contact Principal, Elizabeth Muñoz Beard, emunoz@lsak12.com.

Salary: 72% - 102% (\$19,067-\$27,002) depending on years of experience and NAD Certification

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

Salary range: \$53,742-\$76,154 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.

Elementary School Teacher. Full-time. Loma Linda Academy is seeking a caring, creative, energetic, and collaborative elementary teacher. Interested individuals should be knowledgeable of best practices for the primary grades. In addition, the ideal candidate will demonstrate a commitment to nurturing elementary students spiritually, academically, and socially, and a personal lifestyle in keeping with SDA principles. Applicants must have at least a bachelor's degree and NAD teacher's certification with endorsement in elementary education. If interested, please submit a letter interest, resume, and a copy of completed SECC Employment Application to Ron Trautwein, Elementary School Principal, at rtrautwein@lla.org
Salary: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

Girls Physical Education/Health Teacher – Grades 9-12. Full time. Seeking an experienced Female Physical Education and Health teacher 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 students in a gym or field setting, supervising the girls locker rooms, as well as teach health classes in a classroom setting. This role is currently planned to teach 3 PE classes and 3 Health classes. 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 and resume Hans Figueroa, High School Principal, at hfigueroa@lla.org.
Salary: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

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. Associates 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

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, strong classroom management skills, and is willing to learn new things through coaching and other professional learning opportunities. 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

MESA GRANDE ACADEMY

Math and Science Teacher. Junior High/High School. Part-Time. We are looking for candidates that especially enjoy teaching at the Junior High level and like working with enthusiastic students. Elementary multi-subject credential and/or high school single-subject credentials are acceptable. Duties would include: (1) Dual-track 7th and 8th grade mathematics; (2) 7th and 8th grade science classes, (3) One additional class (JH Bible, JH History, AVID). Candidates must be able to encourage and motivate students in positive ways as they help students learn to think well and pursue excellence! Mesa Grande Academy is a family-oriented school with a tradition of strong academics in a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume to alfred.riddle@mgak-12.org.

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

Physical Education Teacher. Full-time. Mesa Grande Academy is seeking a qualified Physical Education teacher beginning with the 2024-2025 school year. Duties would include physical education classes, 9th grade 1 Sem health course, athletic program administrative, and coaching duties. It would also include organization and upkeep of PE materials and apparatus, and co-sponsor a high school class. Candidate must be able to encourage and motivate students in positive ways as they help students learn the benefits of life-long physical movement and teamwork. Mesa Grande Academy is a family-oriented school with a tradition of strong academics with a supportive environment. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume to alfred.riddle@mgak-12.org.

MURRIETTA SPRINGS ADVENTIST CHRISTIAN SCHOOL

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

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 and 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

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

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

SAN ANTONIO CHRISTIAN SCHOOL

Music Teacher. Part-Time. (Two days per week, 2-3 hours each day). San Antonio Christian School located at the foot of Mount San Antonio in Ontario, CA is seeking an individual who has a passion for building within students a respect for Jesus, themselves, and each other. The applicant must possess knowledge of music education and best practices for working with elementary learners. He/she must be willing to share and collaborate with others to create a strong academic culture within our small school. Prospective candidates must be authorized to work in the U.S. at the time of application. We welcome applicants to send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.

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

Upper Elementary or Junior High Teacher. Full-Time. San Antonio Christian School, located at the foot of Mount San Antonio in Ontario, CA is seeking an individual who has a passion for building within students a respect for Jesus, themselves, and each other. The applicant must also possess knowledge of elementary curriculum and best practices for working with elementary learners. He/she must be willing to share and collaborate with others to create a strong academic culture within our small school. Prospective candidates must be authorized to work in the U.S. at the time of application. We welcome applicants to send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.

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

VALLEY ADVENTIST CHRISTIAN SCHOOL

Elementary Teacher (K-4). Full-Time. Presently, VACS has around 30 students in grades K-8 and is a two-teacher school. The ideal candidate would be one who works well with others, is passionate about small school Adventist education, is mission minded, and committed to student learning and measurable academic growth. Current denominational certification is required. Resumes and inquiries may be directed to Rob Smith, Associate Superintendent of Schools, Robert.Smith@seccsda.org; 951-509-2310; fax: 951-509-2392.

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