

CURRENT SECC JOB OPPORTUNITIES

July 24, 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 \(seccadventist.org\)](https://seccadventist.org/employment-application-writable.pdf)

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

Children's Ministry Assistant. Part-Time. Seeking a creative person who loves working with children and families. Will work alongside the Children's Pastor. Qualified candidates will have a personal relationship, a servant's heart for ministry, and will function well with co-workers, treating them with respect and grace. Good people/communication, organization skills are needed. Duties and Responsibilities: building relationships with children and parents at LLUC, assist/lead events each month, cover 2 Sabbaths per month, prepare materials needed for classes, help with Sabbath morning setup and tech needs, help recruit and lead volunteers, help with social media and marketing needs, learn to navigate computer program Community Church Builders (CCB), attend all necessary department staff meetings, and any other duties that may be assigned by supervisor. If interested, please send your resume to Pastor Shawna Campbell at shcampbell@lluc.org. Resumes will be accepted until August 15, 2024.

Hourly Wage: \$20.00/hr.

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 \(seccadventist.org\)](#)

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 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 \(seccadventist.org\)](#)

CALEXICO MISSION SCHOOL

Bookkeeper. Full Time, Non-Exempt. Start Date: July 01, 2024. Calexico Mission School is seeking a bookkeeper to perform a variety of accounting, bookkeeping and financial tasks. Responsibilities include providing accounting and clerical support to the Business Office through accounts payable and receivable, disbursements, expense vouchers and receipts. Candidate should possess familiarity with bookkeeping and basic accounting procedures; competency in Microsoft Office, knowledge of spreadsheets and financial reports; accuracy; attention to detail; ability to perform filing, data entry and record keeping tasks; strong organizational skills and ability to multitask. Candidates who are bilingual in English and Spanish preferred. If interested in additional information, please contact Jonathan Saravia via email finance@calexicomissionschool.org.

Hourly rate: \$18.79/hr.-\$20.14/hr.

LAGUNA NIGUEL JR. ACADEMY

Administrative Assistant. Part-Time: 15-19 hrs/wk: Seeking a candidate with strong organizational and communication skills, along with administrative and financial management experience. Responsibilities include answering phones and emails, managing student transcripts and paperwork, and communicating with parents about school events and announcements. The role involves organizing and coordinating school events, ordering supplies, creating the school calendar, and conducting tours for new families. Financial tasks include logging expenses, paying bills, depositing money, and processing tuition payments. The assistant also organizes fundraisers, special events, and scholarship forms, collaborates with churches for event advertising, manages accounts receivables, drafts tuition letters, and coordinates financial aid with the conference. If interested, please submit letter of interest, resume, and a copy of a completed SECC Employment Application for Classified positions to Aime Cuevas at acuevas@lnjasda.org.
Hourly Wage: \$22.09/hr

LOMA LINDA ACADEMY

Elementary Library Assistant. Full-time. 10 Months. Under the direction of the vice-principal, the library assistant performs a variety of specialized library functions, oversees and participates in circulation activities, sets up Accelerated Reader, maintains and decorates the library, and organizes reading activities for each class visiting the library during the week. This individual also provides general and reference assistance to students and teachers. Qualifications desired: Experience working with elementary-age children in a school setting as well as some clerical experience. Experience working in a library is preferred but not required. College-level coursework in library science may be substituted for experience. If interested, please submit letter of interest, resume, and a copy of completed SECC Employment Application for Classified positions and resume to Blanca Calixto at bcalixto@lla.org.
Salary: \$16.78 - \$19.80/hour

Teacher's Aide/Supervisor/Crossing Guard - Part Time. Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for a part time Teacher's Aide/Supervisor/Crossing Guard for the 2024-2025 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. If interested, please submit a resume and references to Blanca Calixto, Elementary Principal at bcalixto@lla.org.
Salary: \$17.45/hr - \$20.13/hr

TK Teacher. Full-time. Loma Linda Academy is seeking, a caring, creative, energetic, and collaborative individual. 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 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 Blanca Calixto, Elementary School Principal, at bcalixto@lla.org
Salary: 72% - 102% (\$53,742-\$76,154) depending on years of experience and NAD Certification

MESA GRANDE ACADEMY

Band Teacher. Grades 5-12. Part-Time. Mesa Grande Academy is seeking a part-time Band teacher beginning with the 2024-2025 school year who will continue the traditions of our excellent Band program, (5-6 Band Class - 2x/wk., 7-8 Band Class - 2x/wk., 9-12 Band Class - 4x/wk., Periodic performances at our constituent churches and Music tour/Field trip). 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. **Band teacher with abilities to teach mathematics and/or science at the junior high and lower high school levels could increase this position to full-time. 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: \$14,306 - \$20,263 depending on years of experience and NAD Certification

Day Care Supervisor. Part-time. Mesa Grande Academy is seeking a part-time afternoon recess and after school supervisor. Work hours are from 1:00 – 6:00 pm (M-Th) and 12:30 – 4:00 pm (Fri). The ideal candidate will provide both structured and unstructured activities for students, be patient, punctual, observant and safety minded. Must have appropriate discipline processes and be comfortable administering them. 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.
Hourly rate: \$18.00/hr.

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.

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

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. 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

English/Spanish Teacher. Full time. Redlands Adventist Academy is looking for an experienced English/Spanish teacher for the 2024-2025 school year. The candidate will possess a love for teaching and leading students to Christ. Along with the skills of a master teacher, we are seeking someone that is dynamic, creative, and will bring energy to our team. Applicants should have a bachelor's degree in the field of study (master's degree and experience preferred) along with a secondary NAD teaching endorsement. Candidates should be in good standing with the Adventist church and have the legal right to work within the United States. Send application and references to Principal Bill Arnold at barnold@redlandsacademy.org.
Salary: 72% - 102% (\$53,742 - \$76,154) 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 possess a 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

EDUCATION DEPARTMENT

2025-2026 School Year

LA SIERRA ACADEMY

Business Manager. Full-Time. La Sierra Academy is seeking to hire an experienced Business Manager. This is a 12-month position, and the start date is July 1, 2025. Candidates will have good communication, problem-solving, and conflict-resolution skills anchored in strong Christian principles. Candidates must have a love for the mission of Adventist Education and a passion for making a difference in the lives of young people. The Business Manager position is an administrative role that implements, oversees, and directs all finances necessary to run a fiscally sound academy in collaboration with the Principal, Finance Committee, Board, and Office of Education. Duties and responsibilities include day-to-day accounting activities, purchasing, reporting, budgeting, audit preparation, regulatory compliance, long-range financial forecasting, and insurance activities for the organization. Candidates should be trained in GAAP standards and be familiar with Adventist Accounting Software International (AASI) and FACTS Management Software. Requirements:

- Be an active member in good standing of the Seventh Day Adventist Church.
- Minimum bachelor's degree (BA/BS) in a related field.
- A minimum of three years' experience as a Business Manager, preferably in an academic setting.
- Detail-oriented with excellent organizational and time management skills.
- Team player with strong people skills.

Resume should include phone numbers and emails of at least three current references, including current principal or superintendent, if applicable. Interested individuals should email their resume and application to Mrs. Libett Muñoz Beard at emunoz@lsak.12com

Remuneration: Hourly 83% - 86% (\$33.01 - \$34.20); Salary 87% - 102% (\$68,380 - \$80,158) Depending on the level of education.