

CURRENT SECC JOB OPPORTUNITIES

December 19, 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

IT DEPARTMENT

ITS Data Protection Tech. Full-time. Non-exempt. The SECC IT Department is recruiting a full-time ITS Data Protection Tech to work with the IT Director to assist in the management of the SECC in-house cybersecurity program and conduct risk assessments. This position would also assist in updating and ensuring cybersecurity and data privacy. Requirements: BA Degree in Information Systems preferred. 2 years' experience working in an IT role with a broad understanding of hardware, networks, cybersecurity, data privacy and related roles.

If interested submit a resume to david.johnson@seccsda.org.

Salary: \$32.22 to \$38.17/Hour

YOUTH DEPARTMENT

Interim Assistant Director, Summer Camp. Full-time salaried, February-August. Seeking talented and driven leader with passion for summer camp ministry to serve as interim assistant summer camp director. This person will work alongside of current director prior to and after maternity leave, including during summer camp, and serve as acting director during leave. Duties will consist of, but not be limited to, coordinating and overseeing programming, logistics, recruitment, and staffing for 2025 summer camp at PSR. For more information contact Human Resources, (951) 509-2352. To apply, submit application and resume to andrea.torres@seccsda.org.

Remuneration: \$2,640 biweekly.

Local Churches

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

ARLINGTON SDA CHURCH

Church Secretary. Part-Time. The Arlington SDA Church is seeking a part-time Church Secretary to support our church office. This position requires strong organizational skills, excellent communication abilities, and a commitment to serving our church community. Responsibilities include managing and maintaining church records. Assisting with administrative tasks such as scheduling meetings, preparing correspondence, and creating reports. Answering phone calls and provide information to church members and visitors. And other duties as assigned. Proficiency in Microsoft Office Suite (Word, Outlook, and some Excel) is a must. Strong organizational and time management skills, as well as communication skills. If interested, please submit a resume and references to Paul Lundgrin, Lead Pastor at: Paul.Lundgrin@seccsda.org.

Hourly Rate: \$17.00 per hour - \$20.00 per hour

Church Treasurer. Part-Time. The Arlington SDA Church is seeking a dedicated and experienced Church Treasurer to oversee the financial operations of our church. The ideal candidate will have a strong understanding of accounting principles, financial reporting, and budgeting. Responsibilities: Manage the church's financial records, including accounts payable and receivable. Prepare financial reports, including monthly and annual statements. Oversee the church's budgeting process. Reconcile bank accounts and credit card statements. Assist with tax filings and audits. Work closely with the Pastor and Church Council to ensure sound financial practices. Qualifications: Strong knowledge of accounting principles and practices. Experience with financial software (QuickBooks, etc.). Excellent organizational and analytical skills. Attention to detail and accuracy. Strong interpersonal and communication skills. Understanding of church finances and non-profit accounting. If you are interested in this position and share our commitment to financial integrity and ministry, please submit your resume and cover letter to, Paul Lundgrin, Lead Pastor at: Paul.Lundgrin@seccsda.org.

Hourly Rate: \$19.00 per hour - \$22.00 per hour

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 per hour depending on years of experience

LOMA LINDA ACADEMY CHILDREN'S CENTER

Administrative Assistant. Full-time. Hourly/12 Month. Loma Linda Academy Children's Center is seeking a qualified candidate to work as a team with the Children's Center Administration and Teachers. This position provides clerical and other support to the teachers and administration. The ideal candidate will have excellent customer service and interpersonal skills, the ability to manage multiple tasks, and is organized and attentive to details. Applicant needs to be willing to take up to 12 ECE units to follow and implement the California Community Care Licensing requirements. Please send cover letter, resume, and copy of completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at mmitroi@lla.org
Hourly rate: \$22.14 per hour - \$27.86 per hour

MESA GRANDE ACADEMY CHILDREN'S CENTER

Preschool Teacher. Part-Time. Mesa Grande Academy Children's Center is looking for a part-time, fully qualified teacher who loves working with children and their families. 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 your resume to gloria.luna@mgak-12.org.
Salary: \$16-\$25 per hour depending on years of experience and units/degree.

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 \(seccadventist.org\)](#)

LA SIERRA ACADEMY

Teacher's Aide/Supervision. Part-Time. La Sierra Academy is seeking candidates with flexible schedules who are willing to fill in for any of our teacher's aides, drop-off/pick-up supervision, and recess supervisors. We are looking for a team player to join our staff who shares a desire to work in our ministry with young people. Please send resumes to Mrs. Karsten at vkarsten@lsak12.com
Hourly Wage: \$16.00 per hour

LOMA LINDA ACADEMY

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 Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x 3700 or by email at ggutierrez@lla.org

Maintenance Technician. Hourly Full-time. The Loma Linda Academy Plant Services Department is looking for a maintenance technician with 1-2 years of related experience in maintenance or grounds operations. A high school diploma is required. This person will be responsible for general maintenance of school facilities and grounds. For information, please contact Gerson Gutierrez, Plant Services Director, at (909) 796-0161 x 3700 or by email at ggutierrez@lla.org.

Hourly rate: \$19.80 - \$26.51 per hour

School Nurse. Part-time. K-12. Seeking an experienced candidate. The school nurse is responsible for overseeing the health and wellness of Loma Linda Academy students and will be able to provide personalized care to students from a diverse range of backgrounds. Responsibilities will include attending to basic scrapes and bruises, administering prescribed medications, and performing evaluative tests to make referrals if necessary. To do well in this role, the candidate should be capable of delivering physical, social, mental, and emotional care to students. The candidate should be a licensed nurse in the state of California. Interested candidates, please send resume and SECC application for classified employees to Sarah Bibb, Executive Coordinator for the Head of Schools Office, at sbibb@lla.org
Hourly rate: \$26.84 /hr. - \$31.54/hr.

Teacher's Aide/Supervisor. Part Time. Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for a part time Teacher's Aide/Supervisor 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 per hour - \$20.13 per hour

MESA GRANDE ACADEMY

Band Teacher – Part-Time, Grades 5-12. Mesa Grande Academy is seeking a part-time Band teacher (35% FTE) to begin as soon as possible that can continue the traditions of our excellent Band program. Duties include: 5, 6 & 7-8 Band Class, each 2x/wk & 9-12 Band Class 5x/wk; periodic performances at our constituent churches; Music tour / Field trip. We are seeking enthusiastic candidates who can positively motivate and encourage elementary through high school students to think critically and pursue excellence in their learning. 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. Addendum: A band teacher with abilities to teach mathematics and/or science at the junior high and lower high school levels could increase this to a full-time position.

Remuneration: \$16,675 - \$23,644 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 per hour

EDUCATION DEPARTMENT

2025-2026 School Year

REDLANDS ADVENTIST ACADEMY

Bookkeeper/IT Coordinator. Full-Time. Ideal candidate has knowledge and experience both in accounting and technology or aptitude/ability to grow in the area with less expertise. Candidates should be detail-oriented with excellent organizational and time management skills and have strong communication and problem-solving abilities. Candidates should have a minimum of an associate's degree in related fields, bachelor's degree(s) preferred. Experience in a school setting is highly desirable. Position requires strong MS Excel skills. Accounting duties include day-to-day activities such as cash receipt, accounts receivable, accounts payable, bank reconciliation, reporting, and managing student billing modules. Prior use of AASI (Adventist Accounting Software International) and FACTS Management Software highly desirable. Information Technology duties include supporting IT operations and infrastructure on campus, providing help desk support for staff and students, and managing the student Chromebook fleet. Other duties include maintaining and developing a technology plan for the school, providing cost analysis for new technology, and being a liaison with IT related third party vendors. Interested candidates should email resume and application to Luisa Desia at ldesia@redlandsacademy.org.

Remuneration: Hourly (\$22-\$35) depending on the level of education and experience.