

CURRENT SECC JOB OPPORTUNITIES

August 7, 2025

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.

Conference Office

Employment Applications may be downloaded from [Employment Application - writable.pdf \(seccadventist.org\)](https://seccadventist.org/employment-application-writable.pdf)

PROPERTY SERVICES DEPARTMENT

Clerk. Part-time. 6-8 hrs./wk. Seeking a candidate to perform clerical duties including 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 confidence required. Some flexibility with work scheduling. For a job description or more information, please contact the Human Resources Department at (951) 509-2351.

Remuneration: \$16.50 per hour - \$18.97 per hour

YOUTH DEPARTMENT

Youth Clerk. Part-time. 10hrs./wk. The Youth Department is looking for a qualified candidate to work alongside the youth department. This position provides clerical support and helps maintain the Pathfinder/Adventurer supply store. The ideal candidate will have excellent customer service, the ability to manage multiple tasks, and is organized and attentive to details. Please send resume and copy of completed SECC Employment Application to Human Resources at

humanresources@seccsda.org.

Hourly rate: \$16.50 per hour

Churches

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

AZURE HILLS SDA CHURCH

Assistant Treasurer. Part-Time. Azure Hills Church is seeking a detail-oriented and trustworthy Assistant Treasurer to assist and be trained in all aspects of the church treasury system. This position supports the Treasurer and serves as backup during vacations or illness. Weekly responsibilities include processing financial deposits, assisting with reconciliation, and learning financial systems such as Adventist Giving, QuickBooks, and Servant Keeper.

The role averages 3–7 hours per week, with more hours when covering for the Treasurer. Training will be provided for the right candidate. Prior experience in finance, bookkeeping, or Adventist treasury practices is preferred. Candidates must demonstrate strong organizational skills, integrity, and a commitment to the mission of Azure Hills Church.

To apply, please submit your SECC employment application and resume to: dxisto@azurehills.org

Remuneration: \$22.00 per hour - \$26.00 per hour

LOMA LINDA UNIVERSITY CHURCH

Custodian. Part-time or Full-time. The Loma Linda University Church is seeking a custodian. Position can be either part-time or full-time, depending on availability. This position will consist of setting up rooms for different meetings, custodial work, restroom cleaning, window cleaning and other support as needed. The ideal candidate will have the ability to manage multiple tasks, organized and attentive to details. Candidate must be a member of the SDA church and must be willing to work different hours of the day, and even weekends, as events dictate. Please send cover letter, resume and a copy of the completed SECC Employment Application to ryanez@lluc.org.

Hourly Rate: \$16.50 per hour

SOUTH BAY SDA CHURCH

Children's Ministry Coordinator. Part-Time. The South Bay SDA Church is seeking a passionate and organized Children's Ministry Coordinator to lead and grow our ministry to children and families. Key responsibilities include planning, coordinating, and overseeing weekly children's ministry programs (e.g., Sabbath School, midweek gatherings, special events). Preferred background in education, child development, or ministry leadership. If interested, please send your resume and application to Pastor Raymond Sasa at Raymond.sasa@seccsda.org.

Remuneration: \$23.45 per hour - \$29.30 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 \(seccadventist.org\)](#)

AZURE HILLS 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 and prior preschool teaching experience. A degree in ECE is highly preferred. Please send resume to

director@azurehillspreschool.org

Remuneration: \$16-\$25 per hour depending on years of experience

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.

Remuneration: \$16-\$25 per hour depending on years of experience

LOMA LINDA ACADEMY CHILDREN'S CENTER

Administrative Assistant. Hourly-12 Month Position/Full-time. 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: \$22.82/hr - \$28.68/hr

Preschool Teacher. On-Call. Loma Linda Academy Children's Center is qualified candidate who can promote children's socio-emotional development and spiritual and mental health and prepare them for school readiness. A preschool teacher must have great love and patience for children and understand the science behind the "play to learn" curriculum. The ideal teacher will be able to anticipate a child's needs and be a self-starter. Applicants must have a minimum of 12 core early childhood units. If interested, please submit letter of interest, resume, and completed SECC Employment Application to Mariana Mitroi, Children's Center Director, at mmitroi@lla.org

Hourly rate: \$16.78 per hour - \$21.14 per hour

MESA GRANDE ACADEMY CHILDREN'S CENTER

Assistant Director. Full-time. Mesa Grande Academy Children's Center is looking for a full-time, fully qualified teacher who can also serve as the assistant director. We are looking for a candidate who loves working with children and their families, is passionate about early childhood education, and has exceptional leadership qualities. Candidates must have an understanding of child development, licensing, Title 22, and must be able to work cooperatively with others in a leadership position. Requirements include a minimum of two years working in an ECE center and an AA or BA in ECE. Please send your application and resume to gloria.luna@mgak-12.org.

Hourly rate: \$25 per hour - \$27 per hour

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.

Hourly rate: \$16-\$25 per hour depending on years of experience and units/degree.

SUNRISE CHRISTIAN PRESCHOOL

Preschool Teacher. Part-Time. Sunrise Christian Preschool 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 ltameifuna@orangewoodacademy.com.

Remuneration: \$16-\$25 per hour, depending on years of experience and units/degree.

EDUCATION DEPARTMENT

2025-2026 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

Campus Chaplain/Religion Teacher. Full-time. La Sierra Academy is seeking a passionate and energetic High School Campus Chaplain and Religion Teacher who has a deep love for Christ and a desire to see students grow in their relationship with Him. This full-time position includes mentoring students, teaching engaging Bible classes using the Encounter Curriculum, planning and leading Chapel programs and Weeks of Prayer, and coordinating meaningful community service opportunities. The ideal candidate will be a dynamic spiritual leader on campus—someone who is full of joy, energy, and love for teaching, and who builds strong, Christ-centered connections with young people. A background in music is preferred to help lead and oversee student praise teams and worship. We are also seeking someone who is mission-minded and excited to support or lead school-sponsored mission trips. Applicants should have a track record of connecting youth with Christ in impactful and authentic ways. Please submit a resume with references, SECC Certificated Application, and a statement of spiritual commitment via the SECC Education website at www.secceducation.org, and email all application materials to Liz Gray, Principal, at Lgray@lsak12.com.

Salary: \$55,380–\$78,416 depending on years of experience and NAD certification.

Teacher Aide. Part Time. La Sierra is seeking a dedicated, flexible, caring and energetic individual who is committed to supporting our school community. The ideal candidate will enjoy working with children in grades K-12 and demonstrate a heart for service, a love for learning and a desire to help students grow academically, socially and spiritually. This position plays a vital role in assisting teachers, providing supervision, supporting student academic/behavioral interventions, and fostering a positive school environment. Interested individuals should submit a resume and employment application to Victoria Karsten at vkarsten@lsak12.com.

Hourly Rate: \$18.44 – \$24.19 per hour

LOMA LINDA ACADEMY

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

Hourly Rate: \$17.97 per hour – \$24.88 per hour

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

Marketing and Communications Director. Full Time. The ideal candidate must have experience in strategic marketing development and be able to coordinate, plan, and execute a comprehensive marketing program in collaboration with the Head of Schools and Administration. Primary responsibilities will include developing and implementing a comprehensive marketing program and providing ongoing support to the Admissions and Advancement departments. The candidate will create and manage content across various platforms to promote Loma Linda Academy. Other responsibilities include writing and editing promotional materials, preparing brand messaging, producing newsletters, and assisting with crisis communications. This position also maintains the school website and manages the school's official social media accounts. The candidate will serve as the school's photographer and videographer, shooting, editing, and publishing photos and videos for use on the website, social media, and in print publications. Applicants must have at least a bachelor's degree in marketing, communications, or a related field. Must have strong written and oral communication skills and knowledge of social media marketing, digital advertising, and brand storytelling. Knowledge of graphic design, digital imaging software, and video editing are required. If interested, please submit a letter of interest, resume, and completed *SECC Employment Application for Classified Positions* to Iveth Valenzuela, Head of Schools, at ivalenzuela@lla.org.
Remuneration: \$68,796 - \$76,882 annual salary

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 2025-2026 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. 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 Rachel Romero, Elementary Vice Principal at rromero@lla.org
Hourly Rate: \$17.97/hr - \$20.74/hr

MESA GRANDE ACADEMY

Band Teacher. Part-Time. Grades 5-12. Mesa Grande Academy is seeking a part-time Band teacher. Continuing the traditions of our excellent Band program with a 5-6 Band Class (2x/wk.), 7-8 Band Class (2x/wk.), 9-12 Band Class (4x/wk.), along with periodic performances at constituent churches and a field trip/music tour. The ideal candidates will be able to encourage and motivate students in positive ways as they help students pursue excellence in music! 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.
Remuneration: \$19,642 - \$27,807 depending on years of experience and NAD Certification

REDLANDS ADVENTIST ACADEMY

Administrative Assistant. Part-Time. Seeking a proactive, organized, and personable Administrative Assistant to join our team. This part-time role provides essential support to our school administration. The ideal candidate will have strong interpersonal skills, a professional demeanor, and the ability to manage a variety of responsibilities with flexibility and attention to detail. Experience in marketing and the school enrollment process is a plus. Key responsibilities would include supporting marketing and enrollment efforts, engaging with prospective families, assisting in organizing events, student supervision, and attendance record management. Interested individuals should submit a resume and employment application to Nathalie Mazo at nmazo@redlandsacademy.org.
Hourly Rate: \$22.94- \$31.95

Campus Chaplain/Religion Teacher. Full-time. Redlands Adventist Academy seeks a high school Campus Chaplain who has a genuine love for Christ and seeing others grow in His love. This position involves serving as Campus Chaplain/Religion teacher, mentoring students, planning Chapel programs and Weeks of Prayer, and organizing community service activities. It is preferred that this person has a background in music to be able to organize and oversee the student praise bands. The same qualities are needed to teach the Encounter Curriculum in an engaging way. Applicants should have a history of connecting youth with Christ in meaningful ways. Please submit a resume with references, SECC Certificated Application, and spiritual commitment SECCeducation.org website to Bill Arnold, Principal at barnold@redlandsacademy.org.
Salary: \$55,380-\$78,416 depending on years of experience and NAD Certification

Elementary Physical Education Teacher. Part-Time. Seeking a part-time Physical Education teacher beginning with the 2025-2026 school year. Duties include K-6 PE with the possibility of adding 7th/8th. Each class meets twice a week for 30 minutes, M-TH. Candidates must be able to encourage and motivate students in positive ways to develop small and large muscle motor skills. They must also help students learn the benefits of life-long physical movement. To apply, please submit your resume, SECC Certificated Application, and spiritual commitment to Bill Arnold at barnold@redlandsacademy.org.
Salary: \$12,282-\$17,388 depending on years of experience and NAD certification.

Teacher Aide. Full Time. Seeking a dedicated and compassionate individual who is committed to supporting our school community. The ideal candidate will enjoy working with children and demonstrate a heart for service, a love for learning, and a desire to help students grow academically, socially, and spiritually. This position plays a vital role in assisting teachers, providing supervision, supporting student academic/behavioral interventions, and fostering a positive school environment. Interested individuals should submit a resume and employment application to Nathalie Mazo at nmazo@redlandsacademy.org.
Hourly Rate: \$18.44- \$24.17 per hour (wages based on experience)

SAN ANTONIO CHRISTIAN SCHOOL

Janitor. Part-Time. The applicant will be responsible for keeping classrooms, offices, bathrooms, and common areas clean. They must be able and willing to work 3-5 days per week (10 hours per week). Prospective candidates must be authorized to work in the U.S. at the time of application. All interested applicants may send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.
Hourly rate: \$16.50 per hour - \$19.00 per hour

Teacher's Aide. Part-Time. San Antonio Christian School is seeking an individual who has a passion for helping students learn. The applicant will work closely with the teachers to provide a positive learning environment for all students. Prospective candidates must be authorized to work in the U.S. at the time of application. All interested applicants may send the SECC application and resume to Karen Dunbar, Principal at karen.dunbar@sachristianschool.org.
Hourly rate: \$16.50 per hour - \$20.00 per hour

SAN DIEGO ACADEMY

Business Manager. Full-time (12-Month) San Diego Academy is seeking a dedicated and experienced Business Manager to join our executive leadership team. This position oversees the school's financial operations, including budgeting, accounting, payroll, purchasing, forecasting, and managing rental properties. The ideal candidate will demonstrate strong leadership, financial acumen, and a commitment to Christian values. Responsibilities include supervising Business Office staff, preparing financial reports, ensuring audit readiness, donor gift processing, and participating in strategic planning with the administrative team. A Bachelor's degree in Accounting or Business, prior accounting experience, and proficiency with financial software and MS Office are required. Candidates must be active members of the Seventh-day Adventist Church and committed to serving in a spiritually supportive environment. To apply, send your Certificated Application, Resume, and Spiritual Commitment to Shawn Thomas at Principal@sdacademy.com.
Salary range: dependent on experience and education; \$70,642 - \$93,548