

# CURRENT SECC JOB OPPORTUNITIES

## September 9, 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.

### Churches

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

#### REDLANDS SDA CHURCH

**Church Receptionist/Office Assistant.** Part-time. The primary role of the Redlands Church Receptionist/Office Assistant is to be the face of and support the ministry of the church. This position requires positive interaction with the public, church members, ministry leaders, and with the pastors. Applicants must have a working proficiency in all major Apple computer software: word processing, presentation software, web browsers, file utilities, etc. Willingness to learn additional software and other technology as needed (e.g. Planning Center, Canva, etc.) If interested, please email [shelli@redlandschurch.com](mailto:shelli@redlandschurch.com) for job description, or to submit application.

**Hourly Rate:** \$18.86 per hour - \$20.87 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](mailto: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 \(seccadventist.org\)](#)

## **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](mailto: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](mailto: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](mailto:mmitroi@lla.org)

**Hourly rate:** \$16.78 per hour - \$21.14 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 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](mailto: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](mailto: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 \(seccadventist.org\)](https://seccadventist.org/Certificated_Application_fillable_9-17-19.pdf)

### LOMA LINDA ACADEMY

**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](mailto:ggutierrez@lla.org).

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

**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](mailto:rromero@lla.org)

**Hourly Rate:** \$17.97/hr - \$20.74/hr

**Teacher's Aide. On-Call.** Loma Linda Academy is seeking patient, flexible, caring, and energetic candidates for On-call Hourly Aide 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. The On-call Hourly 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](mailto:rromero@lla.org)

**Hourly Rate:** \$17.97/hr - \$20.74/hr

### MESA GRANDE ACADEMY

**Grade 5-12 Band Teacher. Part-time.** Mesa Grande Academy is seeking a part-time Band teacher for the 2025-2026 school year and forward. Duties include: 5-6 band class (2x/week), 7-8 band class (2x/week), 9-12 band class (5x/week), periodic performances as constituent churches, and a music tour/field trip. We are looking for enthusiastic candidates who can motivate students in positive ways as they help students to pursue excellence in music. For further information or to arrange for an interview, please contact Alfred Riddle at (909) 795-1112 x101 or email your resume, certificated application, and spiritual commitment to [alfred.riddle@mgak-12.org](mailto:alfred.riddle@mgak-12.org).

**Salary:** \$18,788-\$26,598, depending on years of experience and NAD certification

### REDLANDS ADVENTIST ACADEMY

**Teacher Aide. Part-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](mailto:nmazo@redlandsacademy.org).

**Hourly Rate:** \$18.44- \$24.17 per hour (wages based on experience)

## 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](mailto:Principal@sdacademy.com).

**Salary range:** dependent on experience and education; \$70,642 - \$93,548