



Mission San Juan Capistrano Jewel of the Missions

Who We Are

As Orange County's only Mission and destination for over 320,000 annual visitors, we are dedicated and passionate about preserving it for future generations and to provide a place of Inspiration, Education and Preservation for all who enter.

Interested in a Position Working at the Mission?

If you work at the Mission you can expect the following benefits:

- A great organization that prides itself on being the caretakers of the Mission
- Being part of a productive workforce and positive team environment with supervisors who care about their employees.
- Regular dialog with executive leadership via staff meetings, management meetings, and employee events.
- A sense of personal responsibility, stewardship and pride in making a difference.
- A sense of contributing to the world's heritage and its preservation.
- Opportunities to be at the table, to be involved and provide input on ways to improve the processes and operations.
- Excellent benefits including paid medical, dental, vision, long term disability and life insurance as well as an employer provided pension plan for eligible employees.
- Paid time off including holidays, two personal days, vacation and sick time for eligible employees.
- Opportunity to participate in an employee 403(b) retirement account.
- Bi-weekly payroll with donuts each payday! ☺
- A fun, but productive work environment, working alongside staff who share mutual goals of attaining high levels of excellence and continuous improvement to programs and processes.
- Beautiful surroundings mixing 18th century architecture with the freshness of lush gardens.

Should you accept employment at the Mission, these are the Non-negotiable expectations:

- Professional appearance: clean, neat and appropriate business casual attire; assigned uniforms as appropriate for the position; no visible tattoos or piercings (other than ears).
- Treating everyone with respect and as equals – co-workers, management, volunteers, guests, business and community partners.
- Optimistic, can-do attitude and the desire for continuous improvement and positive resolutions.
- Willingness to see projects through to completion.
- Willingness to work hard, not just show up.
- Willingness to work with your co-workers to make a difference – no lone rangers.
- A sense and dedication that the guest or customer experience is critically important.
- Willingness to pick up trash if you see it on the grounds.
- An appreciation that operations are on-going and communication is needed at all times.
- Reliable transportation – show up for work on time and ready to go.
- Dependable attendance – advanced communications for requested time off and coverage for your shift to ensure coverage and operations are not impacted.
- Willingness to work weekends, evenings and “off” hours, when needed.
- Willingness to participate and/or support employee events and celebrations.
- No destructive or negative behavior.
- No drugs at any time.