



Job Description

Company: Counterterrorism Education Learning Lab® (CELL®)
Location: Denver, CO
Position: Special Projects Coordinator

About the CELL:

At the CELL, we believe that knowledge is power in preventing terrorism, enhancing global security, and strengthening community safety. Through our acclaimed exhibit, distinguished speaker series, and nationally recognized Community Awareness Program (CAP), the CELL strives to create extraordinary experiences for individuals to understand the threats we face and what we can do together to confront them. If you are passionate about project management and want to help keep your community safe, we want to hear from you! We offer a comprehensive benefits package, competitive wages, and a supportive, rewarding, and inspiring work environment.

Summary:

The Special Projects Coordinator is responsible for supporting the CELL's rapidly growing and award-winning public safety initiative – the Community Awareness Program (CAP) – and other CELL educational programs, events, and initiatives. Success in this role is coordinating multiple and concurrent projects as well as leading virtual and in-person trainings for various audiences to help meet attendance and engagement goals. The ideal candidate would also be a person who shares a passion for the CELL's mission of enhancing community safety through education, empowerment, and engagement.

Responsibilities:

- Assist in the development, growth, and implementation of the CELL's award-winning U.S. Department of Homeland Security SAFETY Act Certified Community Awareness Program® (CAP®) with clients and partners around the country
- Coordinate the details, logistics, and administration of multiple and concurrent CELL projects and programs
- Deliver engaging and informative presentations to audiences ranging from 10 to 500 individuals
- Maintain positive relationships and provide timely communication to internal and external stakeholders on all projects
- Utilizes CELL procedures and systems to track progress and provide updates on projects
- Support outreach efforts to meet and exceed program revenue and attendance goals
- Contribute to the preparation of proposals and reports to develop new and existing client and partner relationships
- Research and report on topics related to domestic and international terrorism, homeland security, national security, global security, and community safety efforts to contribute to CELL program development goals
- Support the implementation of various CELL initiatives, including the CAP, educational programs, quarterly speaker series, and state-of-the-art exhibit

Required Qualifications:

- Bachelor's Degree in a related field required, MA or two years equivalent experience preferred
- Proven project management skills and working knowledge of project management best practices
- Superior attention to detail
- Strong time management and organizational skills with the ability to manage multiple projects
- Ability to deliver quickly and adapt to changing demands in a fast-paced, dynamic environment
- Excellent public speaking skills to present on complex issues to diverse audiences
- Proven ability to troubleshoot problems as they arise
- Effective verbal and written communication and customer service skills
- Ability to effectively implement processes and procedures
- A self-starter who can work independently and as part of a team
- Subject matter knowledge of the political environment that surrounds the subjects of national and global security
- Proficiency with Word, Excel, PowerPoint, and Outlook

Hours and Salary:

\$50,000 - \$70,000. The candidate must be available Monday-Friday and may be required to travel as well as work some evenings and weekends to support program activities.

Benefits:



This position includes our standard benefits package, including a medical plan, dental plan, basic term life insurance, short- and long-term disability, 403(b) retirement with employer match, holiday pay and generous sick and paid time off. This role includes a potential for merit pay increases and promotions.

To Apply:

Submit your cover letter and resume at www.tinyurl.com/ApplyForMI. **Applications will be accepted on a rolling basis.** Every applicant is carefully reviewed; only candidates whose backgrounds most closely complement the requirements of the position will be contacted directly. All applicants will undergo a background check. Pursuant to CDC recommendations, final candidates must be fully vaccinated against Covid-19. The CELL is an equal opportunity employer.