



Job Description

Company: Counterterrorism Education Learning Lab® (CELL®)

Location: Denver, CO

Position: Education and Outreach 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 education 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 Education and Outreach Coordinator is responsible for providing educational programming and conducting outreach to local educators and key stakeholders. The ideal candidate is an innovative educator who will aid in the coordination, scheduling, and development of high-quality programs aligning with Colorado State Academic Standards. Fostering relationships with local schools and key partner organizations is a priority for this role, helping to drive outreach and increase program participation. The position requires a proactive, dedicated educator with experience in K-12 and higher education or substantial experience providing educational programs to audiences of all ages.

Responsibilities:

- Coordinate and implement programming for all CELL educational initiatives
- Lead engaging educational programs for schools and community groups both digitally and in-person
- Facilitate outreach to build and sustain an extensive network of school and community partners
- Regularly assess CELL programs to meet the needs of teachers and schools
- Apply a collaborative approach to the improvement of program offerings and participant experience
- Contributes to the develop of new programming, with a specific focus on CELL programs
- Assists with implementation of programming initiatives across the Institute
- Collaborates with communications staff to ensure proper marketing of programs
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Bachelor's degree and a minimum of two years of related work experience or equivalent combination of education and work experience required
- Passion for and experience in providing international studies focused programming utilizing culturally responsive teaching approaches
- Outstanding writing, research, and presentation skills
- Subject matter knowledge of the political environment that surrounds the subjects of national and global security
- Ability to assist in the development and implementation of long- and short-term goals to meet strategic objectives
- Skilled at using independent judgement and expertise to deliver complex information to various audiences
- Highly proficient time management and multi-tasking skills
- Comfort working in hybrid, remote, and in-person team environments
- Must be a highly motivated, positive, flexible, collaborative, and proactive team player
- Experience in developing educational curricula preferred
- Bilingual English and Spanish fluency preferred but not required

Hours and Salary:

\$55,000 - \$70,000. The candidate must be available Monday-Friday and may be required to work some evenings and weekends to support program activities. This position affords the ideal candidate the opportunity to work in the office as well as remotely.

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 vaccinated against Covid-19. The Mizel Institute is an equal opportunity employer.