



## **Job Description**

**Company:** Counterterrorism Education Learning Lab (CELL)  
**Location:** Denver, CO  
**Position:** Database & Administrative Associate

### **About the CELL:**

The CELL is a nonpartisan nonprofit and a leading center of excellence addressing the foremost issues in national and global security today. We believe that knowledge is the surest way to enhance community safety. We strive to create extraordinary experiences for individuals to understand the threats we face and what we can do together to confront them. To accomplish this mission, we are seeking talented individuals to join our team whose passions range from national security to combating racism. If you like to work hard and are passionate about improving your community through education, we want to hear from you! We offer a comprehensive benefits package, competitive wages, and a supportive, rewarding, and inspiring work environment.

### **Summary:**

Engage your abilities and passions every day as you help us produce our dynamic educational programs, one-of-a-kind exhibit, award-winning public safety training, and world-renowned speaker series featuring subject matter experts. The Database & Administrative Associate plays an essential role in ensuring the success of the CELL's critical initiatives, such as our fundraising efforts and the federally-funded expansion of our public safety training. This position provides a wide range of administrative and Salesforce database support for fundraising activities, educational programs, and events, as well as for day-to-day operations. The ideal candidate would be a person who shares a passion for the CELL's mission.

### **Responsibilities:**

- Assists in the coordination of fundraising prospects in Salesforce, including data entry, list management, and reporting
- Utilizes Salesforce for various daily activities, such as entering lists, updating records, creating new contacts, pulling reports, and spot-checking data integrity
- Provides administrative support for daily operations, such as processing transactions, answering questions about the CELL, preparing documents, managing office calendars, planning meetings, organizing travel, and managing office supply inventory
- Supports community and educational programs by tracking event registrants, preparing and organizing supplies, providing on-site support, and other duties as assigned
- Enters high volume data with a strong eye for detail and ability to identify and correct any data errors
- Communicates professionally and accurately with staff, clients, vendors, and third parties
- And other duties as assigned

### **Required Qualifications:**

- One or more years of database experience; Salesforce experience preferred
- Bachelor's degree preferred
- Passion for multicultural appreciation and public safety issues
- Highly organized, attentive, has a sense of urgency, flexible, and able to deal with frequent interruptions and changing priorities
- Thorough and accurate, with attention to detail and a proactive approach to problem solving
- Excellent time management and ability to prioritize, multi-task, and work independently
- Outstanding oral and written communication and customer service skills used in interactions with a variety of internal and external stakeholders, including coworkers, high-level executives, teachers, guests, and vendors
- Proven track record working in a dynamic and collaborative team environment
- Expertise across Microsoft Office Suite
- Ability to handle confidential and sensitive information
- Comfort working in a hybrid remote and in-person team environment
- Must be a highly motivated, positive, flexible team player

### **Hours and Salary:**

\$45,000 – \$65,000. 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.

**Benefits & Perks:**

While we value hard work, we also recognize the importance of having fun! Our employees enjoy a collaborative environment where they can freely bounce ideas off one another and participate in exciting teambuilding activities and outings.

- Positive, collaborative team culture
- Competitive compensation structure
- Comprehensive benefits package includes: Medical, Dental, Vision, HSA/FSA accounts, 403(b) with employer match, Life Insurance, Short Term Disability, Long Term Disability
- Time off benefits include: Vacation, Sick, Holiday, Bereavement, Jury Duty, FMLA, and Military leave
- All benefits are subject to qualification and hire dates

**To Apply:**

Submit your cover letter and resume at [www.tinyurl.com/ApplyForMI](http://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 Mizel Institute is an equal opportunity employer.