



Job Description

Position: Strategic Communications & Security Programs Coordinator

Location: Denver, CO (Hybrid)

Salary: \$58,000 – \$75,000, commensurate with experience

Application Deadline: Rolling until filled

Apply at: www.tinyurl.com/ApplyForMI

About the CELL

The Counterterrorism Education Learning Lab (CELL) is a nonpartisan, nonprofit organization dedicated to advancing public safety through education. Through our acclaimed exhibit, award-winning speaker series, and impactful training programs, we empower individuals and communities to better understand, identify, and prevent security threats. At the heart of our work is the belief that knowledge is the most powerful tool in countering threats to our way of life. The CELL is part of the Mizel Institute, a mission-driven organization committed to creating a safer, more engaged community.

About the Role

The Strategic Communications & Security Programs Coordinator serves as a bridge between subject-matter expertise in terrorism, extremism, and national security and the CELL's public education mission. This role is ideal for someone who not only understands complex global security issues but can also translate them into clear, compelling programs, educational initiatives, and communications strategies that engage diverse audiences.

You'll work across departments to shape the CELL's narrative, helping to ensure that our content, programs, and partnerships remain timely, impactful, and aligned with current national and global security trends.

Key Responsibilities

Strategic Content & Research

- Monitor developments in violent extremism, national security, and international security to inform educational programming and communications.
- Conduct research and synthesize insights into accessible content for exhibits, trainings, and public education initiatives.
- Draft and edit educational materials, reports, and digital content that connect security topics to current events.

Communications & Outreach

- Write and edit communications, including marketing campaigns, talking points, and press materials.
- Contribute to strategic communications planning, ensuring alignment with the CELL's mission and public safety messaging.
- Collaborate on storytelling strategies that advance the CELL's national visibility and credibility.

Program & Project Coordination



- Support the design and execution of educational programs, workshops, and public events.
- Coordinate logistics, materials, and stakeholder engagement for cross-functional initiatives.
- Manage workflows, deliverables, and deadlines using project management tools (e.g., Monday.com).

Strategic Initiatives

- Provide analytical and writing support for strategic planning efforts.
- Assist in developing proposals, briefing materials, and presentations for leadership and partners.
- Contribute to discussions on positioning the CELL in a rapidly evolving security and education landscape.

Required Qualifications

- Master's degree (or equivalent experience) in National or International Security, International Relations, or related field preferred.
- 2+ years of relevant experience in communications, research, or program coordination.
- Exceptional writing, editing, and analytical skills, with the ability to translate complex topics for public audiences.
- Strong organizational and interpersonal skills, with attention to detail and initiative.
- Familiarity with Microsoft Office, Monday.com, and tools such as Salesforce, Canva, or Constant Contact a plus.
- Demonstrated passion for public safety, civic education, and the CELL's mission.

Compensation & Benefits

- **Salary Range:** \$58,000–\$75,000, depending on experience.
- Comprehensive benefits package: Medical, Dental, Vision, Life, and Disability Insurance.
- 403(b) retirement plan with employer match.
- Generous time-off policies and professional development opportunities.
- Collaborative, purpose-driven work culture.

Application Process

Submit your cover letter and resume through www.tinyurl.com/ApplyForMI. Applications will be reviewed on a rolling basis.