



Job Description

Position: Special Projects Coordinator

Location: Denver, CO (Hybrid)

Salary: \$58,000 – \$70,000, 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 Special Projects Coordinator plays a key role in supporting the CELL's educational programming, communications, and strategic initiatives. This position is ideal for a detail-oriented, proactive professional who enjoys writing, research, and coordinating mission-driven projects across departments.

You'll help bring our programs to life by supporting special projects through research, content development, marketing coordination, and program delivery.

Key Responsibilities

Research & Content Development

- Conduct research on national and global security issues to inform programs and communications.
- Contribute to and edit content for the CELL Exhibit, speaker series, and educational programs.

Strategic Communications

- Coordinate communications for programs, trainings, and events.
- Write and edit materials, such as email campaigns, talking points, internal reports, and press content.
- Collaborate on integrated communication strategies and recommend best practices in nonprofit outreach.

Project Coordination

- Track deadlines and deliverables across departments using Monday.com.
- Support high-quality execution of cross-functional projects.
- Provide logistical support for meetings and events.

Program Implementation

- Assist in delivering engaging educational programs across the Mizel Institute.



- Prepare materials, facilitate activities, and support program evaluations.

Required Qualifications

- Bachelor's degree and 2+ years of related experience in marketing, communications, or project coordination
- Degree or experience in national security or related topics preferred.
- Strong writing, editing, and communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and work collaboratively in a hybrid environment.
- Proficiency in Microsoft Office; familiarity with Salesforce, ChatGPT, Constant Contact, and Canva a plus.
- Passion for public safety, education, and the CELL's mission.

Compensation & Benefits

- **Salary Range:** \$58,000–\$70,000, 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 in downtown Denver.

Application Process

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