



## Job Description

**Position:** Community Engagement & Outreach Specialist

**Location:** Denver, CO (Hybrid)

**Salary Range:** \$55,000–\$70,000, commensurate with experience

**Application Deadline:** Rolling until filled

**Apply at:** [www.tinyurl.com/ApplyForMI](http://www.tinyurl.com/ApplyForMI)

**Help build safer, stronger communities through education and engagement.** The Counterterrorism Education Learning Lab (CELL) is seeking a Community Engagement & Outreach Specialist who enjoys building relationships, connecting people to meaningful experiences, and making a tangible impact in the community.

## 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. We are a mission-driven team committed to creating a safer world through education and engagement.

## About the Role

The **Community Engagement & Outreach Specialist** serves as a key ambassador for the CELL, building relationships that increase awareness, attendance, educational participation, and community engagement. This role is responsible for developing partnerships, recruiting group visits, promoting educational programming, and representing The CELL throughout the community.

The ideal candidate is a natural connector who thrives on meeting new people, building partnerships, and inspiring others to engage. You are equally comfortable speaking to a classroom, boardroom, or community group and are energized by work that creates meaningful impact.

## Why You'll Love This Role

- You'll serve as a visible ambassador for a respected, mission-driven organization.
- You'll build meaningful relationships with educators, community leaders, businesses, and organizations across Colorado.
- Your work will directly increase participation in educational experiences that contribute to public safety and civic awareness.

## Key Responsibilities

### Community Outreach & Relationship Building (40%)

- Develop and maintain relationships with schools, colleges, universities, civic organizations, faith communities, businesses, veteran organizations, and community groups.



- Represent The CELL at community events, networking functions, conferences, and outreach opportunities.
- Conduct presentations to community organizations and prospective partners.
- Identify and cultivate new audiences for exhibits, tours, and educational programs.
- Maintain an active pipeline of outreach contacts and partnership opportunities.

#### **Group Visits & Educational Engagement (25%)**

- Recruit and coordinate school field trips, corporate visits, leadership groups, and community organizations.
- Serve as a primary point of contact for group visit inquiries.
- Coordinate scheduling and logistics for tours and educational experiences.
- Work closely with educators and program staff to maximize participation.
- Develop strategies to increase repeat visitation and long-term engagement.

#### **Visitor Experience & Tours (20%)**

- Welcome and engage visitors and community groups.
- Lead guided tours of exhibits and educational experiences.
- Assist with special events, VIP visits, and community programs.
- Ensure visitors have a meaningful and informative experience.
- Gather visitor feedback and identify opportunities for improvement.

#### **Partnership & Program Support (10%)**

- Support collaborative programs with community partners.
- Assist with event promotion and community participation efforts.
- Coordinate outreach efforts with communications and marketing staff.

#### **Administrative & Reporting (5%)**

- Track outreach activities, partnerships, and attendance outcomes.
- Maintain accurate records in CRM or tracking systems.
- Prepare regular reports on outreach efforts and results.

### **Required Qualifications**

- Bachelor's degree in Communications, Public Relations, Marketing, Education, Community Engagement, Nonprofit Management, Political Science, Sociology, Hospitality, or a related field; or equivalent professional experience.
- 2+ years of experience in community engagement, outreach, education, admissions, visitor services, nonprofit programs, business development, or related fields.
- Excellent interpersonal and communication skills.
- Strong public speaking and presentation abilities.
- Ability to build relationships with diverse audiences.
- Strong organizational and follow-up skills.
- Ability to work occasional evenings and weekends.

### **Preferred Qualifications**

- Museum, nonprofit, educational, or community engagement experience.
- Comfort using AI-powered and emerging technology tools to support outreach, research, relationship management, presentations, event planning, and administrative efficiency.
- Experience conducting tours or facilitating group experiences.



- Experience working with schools and educators.
- Familiarity with CRM systems.
- Passion for civic engagement, education, and public service.

### **Success Metrics**

During the first year, success will be measured by:

- Increased exhibit attendance.
- Growth in school and community group visits.
- New community partnerships established.
- Increased participation in educational programs.
- Positive visitor and partner feedback.
- Consistent outreach activity and relationship development.

### **Benefits**

- Positive, mission-driven organizational culture
- Competitive salary and comprehensive benefits package, including:
  - Medical, Dental, and Vision coverage
  - HSA/FSA accounts
  - 403(b) retirement plan with employer match
  - Life, Short-Term, and Long-Term Disability Insurance
- Generous time-off policies: Vacation, Sick Leave, Holidays, Bereavement, Jury Duty, FMLA, and Military Leave
- Opportunities for professional development and team-building activities

### **Ready to make an impact?**

Submit your cover letter and resume through [www.tinyurl.com/ApplyForMI](http://www.tinyurl.com/ApplyForMI). Applications will be reviewed on a rolling basis.

Please note: All candidates must pass a background check. The CELL is an equal opportunity employer.