



Job Description

Position: Community Engagement & Education Coordinator

Location: Denver, CO (Hybrid)

Salary Range: \$60,000–\$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. We are a mission-driven team committed to creating a safer world through education and engagement.

The CELL Exhibit is a state-of-the-art, interactive educational experience featuring immersive multimedia, hands-on exhibits, and real-world case studies that explore the evolving nature of modern security threats and the critical role communities play in preventing violence and strengthening public safety. Developed with internationally recognized experts in national security, foreign policy, and public safety, the Exhibit challenges visitors to think critically about today's evolving threats while empowering them to become champions for safety in their own communities.

About the Role

Help grow the CELL's impact by bringing new audiences through our doors, and delivering meaningful educational experiences once they arrive.

The Community Engagement & Education Coordinator combines proactive outreach and relationship development with educational programming and visitor engagement. The role builds relationships with schools, businesses, community organizations, public safety agencies, and other partners, turning those connections into program participation and Exhibit visits while also serving as one of the CELL's educators and ambassadors.

You do not need to arrive as a national security expert. You do need to be intellectually curious, genuinely interested in the CELL's mission and subject matter, and comfortable both developing new relationships and engaging audiences. The strongest candidates will be equally comfortable initiating outreach, building a partnership over time, and standing in front of a group to deliver an engaging educational experience.



What You'll Do

Community Outreach & Engagement

Proactively build relationships and convert outreach into group visits, program bookings, and sustained engagement with the CELL.

- Identify and engage prospective schools, businesses, nonprofit organizations, civic groups, public safety agencies, and community partners.
- Conduct consistent outbound outreach through email, phone, networking, referrals, community events, and other channels to generate interest and secure program and Exhibit bookings.
- Build relationships with prospective partners, understand their needs, and connect them with relevant CELL programs and experiences.
- Manage prospective partners from initial outreach through booking and follow-up, maintaining consistent communication throughout the process.
- Develop repeat engagement with existing partners and identify opportunities to expand participation.
- Represent the CELL at networking events, community meetings, conferences, and outreach activities.
- Track outreach activity, prospects, bookings, and follow-up in the organization's CRM and use results to help refine outreach efforts.

Educational Programming & Tour Facilitation

Deliver engaging educational experiences that connect audiences to the CELL's mission and inspire greater awareness of public safety, security threats, prevention, and community resilience.

- Facilitate guided tours of the CELL Exhibit for school groups, businesses, community organizations, public safety agencies, and general visitors.
- Deliver educational presentations and programs that communicate the CELL's mission and complex public safety concepts in an engaging and audience-appropriate manner.
- Develop a strong working knowledge of CELL content, programs, and initiatives and stay informed on relevant current events and emerging issues.
- Adapt tours and presentations for diverse audiences, including students, educators, professionals, public safety personnel, and community groups.
- Prepare educational materials, Exhibit technology, and presentation spaces to support high-quality program delivery.
- Gather participant feedback and collaborate with staff to continually strengthen educational programming and audience engagement.

Visitor Experience & Exhibit Operations

Help ensure visitors have a welcoming, engaging, and well-organized experience at the CELL.

- Welcome visitors and provide exceptional customer service throughout their visit.
- Coordinate exhibit reservations, visitor communications, and group arrival logistics.
- Assist with admissions, check-in, visitor orientation, and exhibit readiness.
- Help maintain exhibit spaces, materials, and visitor resources to support a high-quality visitor experience.



- Gather visitor feedback and identify opportunities to enhance the overall visitor experience.
- Collaborate with the Operations team to support efficient exhibit operations and daily activities.

Programs & Event Support

Support the successful execution of CELL educational programs, community events, and organizational activities.

- Coordinate logistics for educational programs, tours, meetings, and community events.
- Assist with registrations, participant communications, scheduling, materials, technology, and event preparation.
- Support educational program reservations and group visit logistics.
- Track attendance, participation, and program outcomes and assist with post-program follow-up.
- Assist with occasional evening and weekend programs and events.
- Leverage technology, AI-powered tools, and emerging solutions to strengthen outreach, research, program delivery, and workflow efficiency.

Success in the Role

A successful Community Engagement & Education Coordinator expands the CELL's reach by developing new relationships and turning outreach into meaningful participation in CELL programs and experiences. They become a knowledgeable and engaging representative of the CELL's mission, deliver high-quality educational experiences, build lasting relationships with community partners, and consistently follow opportunities from initial contact through booking and continued engagement.

They are proactive, intellectually curious about the CELL's subject matter, comfortable engaging new audiences, and motivated by measurable growth in the organization's reach and impact.

Required Qualifications

- 3+ years of professional experience in community outreach, partnership development, education, nonprofit programming, business development, external relations, or a related public-facing role, including demonstrated experience independently building relationships and generating participation, bookings, or engagement.
- Demonstrated experience conducting proactive outbound outreach to prospective partners, clients, schools, community organizations, or other external audiences and moving relationships from initial contact toward a defined outcome.
- Experience facilitating educational programs, presentations, tours, trainings, or other group learning experiences.
- Demonstrated interest in public safety, national security, civic education, history, current events, or related mission-driven subject matter, with the curiosity and ability to quickly develop subject-matter expertise.



- Excellent interpersonal, verbal, presentation, and professional writing skills, with the ability to initiate relationships, communicate complex concepts clearly, and engage diverse audiences.
- Strong organizational and follow-through skills, with the ability to independently manage an active outreach pipeline alongside multiple programs, events, and priorities.
- Comfort learning and utilizing digital tools, AI-powered technologies, and software applications; ability to work collaboratively and occasional evenings and weekends.

Preferred Qualifications

- Experience successfully developing community partnerships, generating program participation, or securing group/event bookings.
- Experience in public safety, civic education, national security, history, education, nonprofit programming, or another mission-driven field relevant to the CELL's work.
- Experience working with schools, businesses, public safety agencies, nonprofits, civic organizations, or community groups.
- Experience with CRM systems and tracking outreach, prospects, relationships, or sales/business-development activity.
- Experience developing or adapting educational programs, presentations, tours, or training content.
- Experience using AI-powered and emerging technology tools to support outreach, research, communications, educational programming, reporting, and workflow efficiency.
- Bachelor's degree in Communications, Education, Business, History, Criminal Justice, Political Science, Public Relations, Nonprofit Management, or a related field.
- Bilingual proficiency is a plus but not required.

Work Authorization

Candidates must be legally authorized to work in the United States at the time of application and throughout employment. The Mizel Institute does not provide employment visa sponsorship now or in the future.

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?

If you're energized by building new relationships, connecting people with meaningful educational experiences, and learning about issues that shape public safety and our communities, we'd like to hear from you.

Submit your cover letter and resume through www.tinyurl.com/ApplyForMI. In your cover letter, please tell us why the CELL's mission and subject matter interest you and about your experience proactively building relationships or generating participation in programs, services, events, or other offerings.

Applications will be reviewed on a rolling basis.

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