



Job Description

Company: Mizel Museum
Location: Denver, CO
Position: Education and Outreach Manager

Are you passionate about bringing dynamic multicultural education to students and members of our local communities? Imagine doing what you love and making a meaningful impact at the same time. At the Mizel Museum, you have that opportunity. The Mizel Museum is an educational, nonprofit organization which combats discrimination and hatred through social justice and Holocaust education programs. We encourage people of all ages and backgrounds to celebrate diversity and equality. Our programs, events, and exhibits address these issues by encouraging positive social change. We offer outstanding benefits and competitive wages.

Summary: The Education and Outreach Manager is responsible for outreach and educational programming. The ideal candidate is an innovative educator that will help in the coordination, scheduling, development, and oversight of high-quality programs that align with Colorado State Academic Standards. Fostering relationships with local schools and educators is a priority for this role to drive outreach and participation. The position requires a proactive, dedicated educator with experience in early childhood and higher education or substantial experience providing educational programs to audiences of all ages.

Responsibilities:

- Develop, coordinate, and implement our social justice and Holocaust programs for K-12 and adult audiences
- Lead engaging educational programs for schools and community groups both digitally and in person
- Manage outreach strategy to build and sustain an extensive network of school and community partners
- Regularly assess Mizel Museum programs to meet the needs of teachers and schools
- Applies collaborative approach to the improvement of program offerings and participant experience
- Trains educators on programming and evaluates their performance
- Helps develop employees and drives educational impact
- Collaborates with communications staff to ensure proper marketing of programs
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Bachelor's degree in education and a minimum of three years of related work experience or equivalent combination of education and work experience required
- Passion for and experience in social justice and Holocaust education with a focus on culturally responsive teaching
- Outstanding writing, research, and presentation skills
- Ability to develop and implement long- and short-term goals to meet strategic objectives
- Skilled at using independent judgement and expertise to deliver complex information to various audiences
- Highly proficient time management and multi-tasking skills
- Comfort working in hybrid, remote, and in-person team environments
- Must be a highly motivated, positive, flexible, collaborative, and proactive team player
- Experience in developing educational curricula preferred
- Bilingual English and Spanish fluency preferred but not required

Hours and Salary:

\$55,000 – \$70,000. 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.

To apply

Submit your cover letter and resume at 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 vaccinated against Covid-19. The Mizel Institute is an equal opportunity employer.