



Job Description

Position: Education and Outreach Coordinator

Location: Denver, CO (Hybrid)

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

Application Deadline: Rolling until filled

Apply at: www.tinyurl.com/ApplyForMI

About the Mizel Museum

The Mizel Museum is a nonprofit educational organization dedicated to fostering cross-cultural understanding, social justice, and community engagement through programs, events, and exhibitions. With a special focus on Holocaust education and anti-discrimination initiatives, the museum inspires learners of all backgrounds to promote positive social change.

We are a collaborative team of mission-driven professionals committed to building inclusive communities through education. We offer competitive wages, excellent benefits, professional growth opportunities, and a welcoming, purpose-driven work environment.

About the Role

As the Education and Outreach Coordinator, you will be primarily responsible for conducting outreach to local schools, educators, and community organizations, while also supporting the scheduling, delivery, and evaluation of multicultural and Holocaust education programs.

This position is ideal for a thoughtful and proactive educator with experience working with K–12 or multi-age audiences. A key part of this role is helping to build and maintain strong relationships with partner schools and organizations to expand access and impact across the region. You will also help ensure that programs align with Colorado State Academic Standards, assist with planning and logistics, and contribute to content development.

Key Responsibilities

Community Engagement and Outreach

- Cultivate relationships with educators, schools, and local organizations to strengthen program reach and community impact
- Schedule and organize educational programs and workshops
- Support outreach campaigns and follow-up communications to encourage participation in Mizel Museum educational offerings
- Help coordinate communication with existing and prospective partners, ensuring timely and professional responses
- Represent the Museum at school visits, community events, and other outreach opportunities

Program Support and Delivery

- Deliver programs—both in-person and virtual—to ensure smooth execution and a positive participant experience
- Prepare materials and resources needed for effective program facilitation
- Collaborate with education staff to ensure lessons and activities meet learning objectives and align with academic standards



Cross Departmental Collaboration

- Partner with the Marketing and Communications team to help promote upcoming educational programs
- Work closely with operations and event staff to ensure programs are well-coordinated and resourced
- Participate in Museum-wide projects and initiatives, contributing to a collaborative and mission-driven work environment

Content Development and Program Improvement

- Offer input and creative ideas during the development of new educational materials and lesson plans
- Assist in gathering feedback and data from educators, students, and community members to inform improvements
- Support ongoing efforts to strengthen relevance, accessibility, and participant engagement

Required Qualifications

- Bachelor's degree and a minimum of two years of related work experience, or equivalent combination of education and experience
- Results-driven experience in education, public programming, or community outreach, with a demonstrated ability to engage and impact K–12 and/or higher education audiences.
- Passion for and experience with social justice, Holocaust, or multicultural education
- Strong communication, facilitation, and interpersonal skills across diverse audiences
- Excellent organizational and time management skills
- Ability to manage multiple tasks and work collaboratively in a hybrid work environment
- Bilingual English/Spanish proficiency preferred but not required
- Experience in curriculum development is a plus

Benefits

- Positive, mission-driven organizational culture
- Competitive salary and comprehensive benefits package, including:
 - Medical, Dental, 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 teambuilding activities

Application Process

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

Please note: All candidates must pass a background check. Pursuant to CDC recommendations, final candidates must be fully vaccinated against COVID-19. The Mizel Institute is an equal opportunity employer.