



Job Description

Position: Associate Manager of Education and Outreach

Location: Denver, CO (Hybrid)

Salary Range: \$60,000–\$90,000, 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 through educational programs, cultural experiences, and community engagement. The Museum inspires learners of all ages to explore Holocaust education, cultural identity, history, and the shared responsibility of building more inclusive communities. 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

Inspire the next generation through education. The Mizel Museum is seeking an experienced educator who is passionate about helping students build empathy, critical thinking, and cross-cultural understanding. If you love teaching but are looking for an opportunity to make an impact beyond the traditional classroom, we'd love to meet you. Current and former classroom teachers, instructional coaches, and school-based educators are especially encouraged to apply.

The **Education & Outreach Associate Manager** serves as one of the Museum's primary educators and ambassadors, helping connect thousands of students, teachers, and community members each year with meaningful educational experiences focused on Holocaust education, cross-cultural understanding, and social justice.

This role combines education, relationship-building, and program coordination. The Associate Manager works closely with schools to schedule educational programs, delivers engaging in-person and virtual instruction, builds lasting relationships with educators, and helps ensure programs continue to grow in quality, reach, and impact.

The ideal candidate is an experienced educator who enjoys working with students, collaborating with teachers, and creating engaging learning experiences. They are equally comfortable teaching in a classroom, presenting virtually, or representing the Museum at community events. They are curious, adaptable, and excited to help shape the future of museum education.

What You'll Do

School & Community Engagement (35%)

Build and strengthen relationships with educators, schools, and community organizations while expanding participation in Museum educational programming.

- Cultivate and maintain relationships throughout Colorado.
- Conduct outreach to schools and educational partners to increase participation.



- Schedule and coordinate in-person and virtual educational programs.
- Respond to educator inquiries and provide outstanding customer service throughout the scheduling process.
- Represent the Museum at school visits, conferences, educator events, and community outreach opportunities.
- Identify opportunities to expand the Museum's educational reach and strengthen long-term partnerships.

Educational Program Delivery (35%)

Deliver engaging educational experiences that inspire students and support educators.

- Facilitate Holocaust education, cross-cultural understanding, and social justice programs for K–12 students and community audiences.
- Teach both virtual and in-person educational programs using engaging, age-appropriate instructional strategies.
- Adapt presentations to meet the developmental needs of elementary, middle, and high school audiences.
- Create positive, inclusive, and engaging learning environments.
- Serve as a knowledgeable and professional ambassador for the Museum's educational mission.
- Support evaluation efforts by gathering participant and educator feedback.

Program Coordination & Support (15%)

Support the successful planning and execution of Museum educational programming.

- Coordinate program logistics, materials, scheduling, and classroom resources.
- Maintain accurate program records, attendance, and educational reporting.
- Collaborate with Marketing & Communications to support program promotion.
- Partner with Operations to ensure educational programs are well organized and successfully executed.
- Assist with occasional evening, weekend, and community events.

Program Development & Continuous Improvement (15%)

Help strengthen and expand the Museum's educational offerings.

- Provide feedback and ideas to improve existing educational programs.
- Assist with the development of new educational initiatives and curriculum enhancements.
- Stay informed on current educational best practices, instructional strategies, and Colorado Academic Standards.
- Analyze educator feedback and participation trends to recommend program improvements.
- Leverage technology, AI-powered tools, and emerging educational resources to improve lesson preparation, educational materials, workflow efficiency, and participant engagement.



Success in the Role

A successful Education & Outreach Associate Manager will build strong relationships with educators and schools, consistently deliver engaging educational experiences, expand participation in Museum programs, contribute to the continued growth of Holocaust and cross-cultural education initiatives, and help ensure every educator and student has a meaningful learning experience. They will continually seek opportunities to improve programming, strengthen educational partnerships, and leverage technology and AI-enabled tools to enhance teaching, outreach, and organizational effectiveness.

Required Qualifications

- Bachelor's degree in Education, History, Social Studies, Museum Studies, Public History, Communications, or experience in a related field.
- Minimum of 3 years of experience teaching, facilitating, or delivering educational programming.
- Experience managing classrooms, student groups, or educational learning environments.
- Demonstrated ability to build relationships with educators, schools, and community organizations.
- Excellent presentation, facilitation, and verbal communication skills.
- Strong written communication and organizational skills.
- Ability to adapt instruction for diverse age groups, learning styles, and educational settings.
- Strong customer service orientation and a professional, collaborative approach to working with educators, students, and community partners.
- Ability to manage multiple priorities while maintaining exceptional attention to detail.
- Comfort learning and utilizing new technology platforms, virtual presentation tools, and educational software.
- Ability to work independently and collaboratively.
- Ability to work occasional evenings and weekends.

Preferred Qualifications

- Current or former classroom teacher, instructional coach, or educational specialist.
- Teaching license or previous teaching certification.
- Experience with Holocaust education, multicultural education, civics, history, social studies, or social justice education.
- Experience developing or adapting educational curriculum and lesson plans.
- Experience presenting in both virtual and in-person learning environments.
- Existing relationships within Colorado school districts or educational organizations.
- Experience using AI-powered and emerging technology tools to support lesson planning, educational research, presentation development, program evaluation, workflow efficiency, and educational innovation.
- Spanish language 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 Museum 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, continuing education, and team-building activities.

Ready to make an impact?

If you're passionate about education and believe learning can build more inclusive and understanding communities, we'd love to hear from you.

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

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