



QUEERSPACE collective
Administrative Assistant
Job Description

Organization: QUEERSPACE collective

Position Title: Administrative Assistant

Position Type: Part-Time; Non-Exempt

Reports to: Development and Communications Director

To Apply: Email resume and cover letter to hr@queerspacecollective.org by January 15.

Organizational Overview:

QUEERSPACE collective works with LGBTQ+ youth, the broader LGBTQ+ community and local organizations to create a strengthened support network and safer spaces for LGBTQ+ youth. QUEERSPACE collective activities include: 1) supporting LGBTQ+ youth through an intergenerational mentorship program focused on building healthy relationships, education and career pathing, and increasing self-esteem 2) providing community events to increase a sense of support, belonging, cultural identity and pride and 3) providing LGBTQ+ inclusivity training and consulting to corporations and other youth serving organizations to create space for LGBTQ+ to feel safe and empowered to be their true selves.

Responsibilities:

- Use strong attention to detail for gift processing, receipting, and reporting
- Enter, update and maintain integrity of data in the DonorPerfect database
- Manage and respond to inquiries sent to info@queerspacecollective.org, providing excellent customer service and timely follow-up
- Recruit, train, schedule, manage, and steward event volunteers
- Support the ordering of office supplies
- Provide additional administrative support to the Executive Director and Development and Communications Director as needed.

Education and Experience:

- Proven experience in an administrative or support role, preferably in a non-profit setting.

Competencies and Attributes

- Effective planning, organizational, and time management skills and keen attention to detail
- Excellent writing, editing, proofreading and interpersonal communication skills.
- Familiarity with donor management software (DonorPerfect or similar) is a plus.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Ability to work independently and enjoys working in a new, fluid and evolving organization
- Ability to work effectively with and relate to diverse populations
- High level of personal and professional integrity, including ability to protect and maintain confidentiality and data privacy
- Critical thinker, relentlessly creative and decisive problem solver driven to success and making a

difference

- An intimate understanding of issues impacting the LGBTQ+ community combined with a passion for and commitment to QUEERSPACE collective's mission and vision

Other Requirements

- Ability to work additional hours when needed
- Ability to meet physical demands of the job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, kneel, and communicate. The employee must regularly lift and/or move up to 40 pounds.

Compensation:

Salary: \$20 per hour for 5 - 10 hours per week

Location:

QUEERSPACE collective offers a flexible work environment with this position based in Minneapolis, MN and virtual.

Other Information:

QUEERSPACE collective is an Equal Opportunity Employer and serves a diverse group of individuals with respect to race, ethnicity, gender identity, sexual orientation, socio-economic status, nationality, and religion. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

If you meet some of the qualifications above, we encourage you to apply or to reach out for more information. We know groups subjected to systemic oppression— including people of color, women, people from working class backgrounds, and people who identify as LGBTQIA+ – are less likely to apply unless and until they meet every requirement. Therefore, we strongly encourage applications from people with these identities or who are members of other communities which are marginalized.

Disclaimer. *This job description is meant to describe the general nature and level of work to be performed in this job and is not intended to be inclusive of all the assigned functions, responsibilities, or aspects of the job. QUEERSPACE collective may at its sole discretion amend this job description at any time with or without notice*