



QUEERSPACE collective
Youth Development & Outreach Specialist
Job Description

Organization: QUEERSPACE collective

Position Title: Youth Development & Outreach Specialist

Position Type: Part-Time; 20 hours per week; Non-exempt

Reports to: Senior Program Manager – Youth Center & Training

To apply: Candidates should submit a resume and cover letter explaining why you would like to be considered for this position to hr@queerspacecollective.org. **Please include the position title in the subject line of your email.**

Applications due: March 31, 2025. Interviews will be scheduled as applications are received.

Organizational Overview:

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

Position:

The Youth Development & Outreach Specialist creates and supports youth center programming. This position works directly with LGBTQIA+ youth to support them to develop a strong sense of pride in who they are, where they are from, and where they want to go. Through building trusting relationships and focusing on youth's unique strengths, the Youth Development & Outreach Specialist guides youth towards resilience. Participant populations range in ages 13-24, and families with LGBTQIA+ youth, ages 0-12.

The Youth Development & Outreach Specialist is a part of the programming team at QUEERSPACE collective. The goal of the team is to provide innovative programming to support youth resilience, youth sense of belonging, and access to safe inclusive spaces and adults.

This 20 hour a week position requires local travel and attendance at events and activities on occasional evenings and/or weekends. The position must be present for regular programming hours outlined below and additional flex hours based on program needs:

Tuesdays: 2:30-7:30pm - 5 hours

Wednesdays: 10:00am-2:00pm - 4 hours

Thursdays: 1:30-7:30pm - 6 hours

Flex Hours Based on Weekly Activities – 5 hours

Responsibilities:

Build trusting relationships with participants and create an environment that fosters authentic self expression and resiliency

- Using input from youth participants, plan age appropriate, interactive programming for youth center core hours
- Co-create monthly program calendar
- Lead program activities during youth center core hours
- Refer youth to trusted community partners for additional resources
- Create and support leadership development in youth through initiatives like Youth Leadership Committee or Affinity spaces
- Develop and maintain strong relationships with local youth organizations, community partners and resource groups

Contribute to a strong team to model healthy relationships to youth

- Communicate and coordinate programming with all team members.
- Attend weekly team meetings and other required meetings.
- Attend pre and post center hour meetings

Create and strengthen outreach opportunities to engage a diverse group of LGBTQIA+ youth

- Create and maintain programming to bring into schools and partner organizations to promote youth center activities
- Lead weekly outreach efforts by visiting partner locations to promote youth center activities

Additional duties as assigned

Education and Experience:

- At least 3+ years experience directly supporting youth, ages 13-24, in community based or school settings
- Bachelor's degree OR high school degree and 2+ additional years experience working directly to support youth
- Training in youth development, harm reduction, and/or trauma informed care
- Driver's License with safe driving record
- Strong track record of meeting and exceeding organizational and personal goals and objectives.

Demonstrate essential knowledge, abilities, and skills:

- Ability to work independently and in a new, fluid and evolving organization
- Effective planning, organizational, and time management skills and keen attention to detail
- Strong interpersonal, oral and written communication skills
- Ability to work effectively with and relate to diverse populations
- High level of personal and professional integrity, and ability to maintain confidentiality and data privacy
- Critical thinker and creative and decisive problem solver driven to success and making a difference
- Computer application proficiency, including GSuite applications
- An intimate understanding of issues impacting the LGBTQIA+ community combined with a passion for and commitment to QUEERSPACE collective's mission and vision.

- Ability to maintain confidentiality

Essential function

- Must draw on the ability to empathize, problem solve, and the ability to accept people unconditionally with an openness to new ideas.
- To interpret policies and guidelines, employees must draw on analytical abilities.
- An awareness and understanding of personal, staff, and youth safety.
- Employees must be able to hear and speak in order to communicate with staff and participants in person, on the telephone and in writing.
- Ability to regularly work evenings and weekends and 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:

Starting Hourly Salary: \$24/hr

Benefits: 10 days PTO + 10 days Holiday + 1st week of July off, 401K Retirement Plan, \$100/mo wellness stipend

Location:

QUEERSPACE collective Youth Center is located at 1936 Lyndale Ave S, Minneapolis. Employees are expected to work at the Youth Center on Tuesdays, Wednesdays and Thursdays. Employees are typically able to work virtually during other work hour. This position will require some weekend and evening hours, as well as local travel.

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.