**Organization:** QUEERSPACE collective  
**Position Title:** Program Director  
**Position Type:** Full-Time exempt, 40 hrs/week  
**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 your email subject line.  
**Applications due:** June 15, 2024. Interviews will be scheduled as applications are received. We recommend applying as soon as possible.  
**Reports to:** Executive Director  

**Organizational Overview:**  
QUEERSPACE collective works with LGBTQ+ 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 LGBTQ+ youth center and other locations throughout MN, to increase a sense of belonging, cultural identity and pride and 3) providing LGBTQ+ inclusivity training and consulting to youth serving organizations to create space for LGBTQ+ to feel safe and empowered to be their true selves.

**Position:**  
The Program Director is essential to creating a strong foundation for existing programming and future growth. The Program Director, reporting to the Executive Director, is responsible for providing oversight and leadership to QUEERSPACE collective’s new LGBTQIA+ youth center that will be opening in Minneapolis in Fall 2024. This position will also oversee and support QUEERSPACE’s external training initiatives. The Program Director will manage 2–3 staff and will collaborate with another Program Director to bring a youth-centric, racial equity and trauma informed lens to all program activities. Finally, the Program Director will closely collaborate with the Executive Director and the broader team to implement QUEERSPACE collective’s 3-year growth strategy. This position requires occasional travel and attendance at events and activities on evenings and weekends.

**Responsibilities:**  
**Strategy & Organizational Development**  
- Partner closely with the Executive Director, Board of Directors and the broader team to develop and implement a new 3-year growth strategy  
- Collaborate with the Program Committee to ensure the organization is providing mentoring and youth development best practices and work to reduce barriers to increase participation of all LGBTQ+ youth
• Support the Development and Communications Director in recruitment, fundraising and communication efforts as needed
• Represent QUEERSPACE collective at internal and external resource fairs, conferences, events and gatherings
• Provide leadership for and support the dissemination of QUEERSPACE collective’s mission, vision and values across the organization and externally
• Work collaboratively with internal and external stakeholders to ensure program activities are aligned with QUEERSPACE’s new 3-year strategic plan

**Team Leadership**
- Set individual and team goals, contribute to the annual work plan and motivate staff and the broader team to reach them
- Ensure program quality across all program activities including; hangout/drop-in activities at the new LGBTQIA+ youth center, external training initiatives and QUEERSPACE community events
- Serve as a resource-broker for youth in need of additional services and mediate challenges as needed
- Integrate quality improvements into daily operations
- Provide direction and coaching to staff and volunteers to maintain high program quality and safety of staff and program participants

**LGBTQIA+ Youth Center**
- Leverage your existing knowledge and expertise to design and develop new policies, procedures and program activities for the new LGBTQIA+ Youth Center in collaboration with the Executive Director and program team
- Train QUEERSPACE staff on the new LGBTQIA+ Youth Center policies and procedures
- Develop and retain partnerships with local organizations and other community members to find opportunities to collaborate and additional resources for the LGBTQIA+ Youth Center and related program activities
- Contribute to and collaborate with the broader program team to support the planning and hosting of QUEERSPACE events

**Training Coordination and Facilitation**
- Facilitate external LGBTQ+ inclusivity training sessions in-person, virtually and hybrid
- Provide LGBTQ+ inclusivity consultative support to other youth serving organizations
- Oversee onboarding and engagement of training consultants and staff as co-facilitators
- Evaluate training program effectiveness through assessments, surveys, observation and feedback
- Maintain records of completed training and development activities, attendance and assessment results

**Program Evaluation & Grant Reporting**
- Support the program team to ensure the evaluation plan for all QUEERSPACE activities is in alignment with QUEERSPACE’s Theory of Change
- Ensure program metrics and budgets are being met across Youth Center and training activities and in collaboration with mentorship activities
- Provide program reports for grant funded initiatives per each respective grant requirement
- Ensure accurate entering and management of program participant data in the mentoring database in collaboration with the mentorship program team
Additional duties as assigned

Education and Experience:
- Bachelor’s degree and 7+ years relevant experience OR associate degree and 10+ years relevant experience working in youth development, case management, youth centers, or similar experience
- A minimum of 2 years directly managing staff
- Training in youth development, harm reduction, and/or trauma informed care
- Strong track record of meeting and exceeding organizational and personal goals and objectives.

Competencies and Attributes:
- Ability to work independently and enjoys working 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 Microsoft Outlook, Word, and Excel
- An intimate understanding of issues impacting the LGBTQIA+ community combined with a passion for and commitment to QUEERSPACE collective’s mission and vision

Other Requirements:
- Clean driving record, reliable vehicle (with insurance) and ability to pass a criminal background check
- Ability to work some evenings and weekends
- 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:
Annual Salary: $75,000 – $80,000, based on experience
Benefits: Health and Dental Insurance, Cell Phone Stipend, 20 days PTO + 11 days Holiday, Retirement Plan

Location:
QUEERSPACE collective offers a flexible work environment with this position based in Minneapolis, MN and virtual. This position will require 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.