



**QUEERSPACE collective**  
**Events and Communications Coordinator**  
**Job Description**

**Organization:** QUEERSPACE collective

**Position Title:** Events and Communications Coordinator

**Position Type:** Part-Time (20 hours); Hourly; Non-exempt

**Reports to:** Development and Communications Director

**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](mailto:hr@queerspacecollective.org). Please include the position title in the subject line of your email.

**Applications due:** December 31, 2022. Interviews will be scheduled as applications are received.

**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. Founded in April 2021, QUEERSPACE collective is rapidly growing and seeks to hire a part-time Development and Communications Coordinator to support fundraising and community engagement activities.

**Responsibilities:**

**Development (50%)**

- Support the planning and execution of event logistics and details, including venues, vendors, registrations, marketing, programs, and fundraising activities
- Coordinate the solicitation, recording, acknowledgement, and delivery of silent auction items
- Recruit, train, schedule, manage, and steward event volunteers
- Work alongside the Development and Communications Director to ensure events meet established fundraising and engagement goals
- Coordinate the scheduling and staffing of community and third-party events, acting as primary representative for QUEERSPACE collective

**Communications (50%)**

- Collaborate with Development and Communications Director to develop and execute communication strategies and initiatives to meet QUEERSPACE collective's organizational goals and increase presence and engagement across all platforms
- Create and manage written, graphic, and video content for social media, website, and email newsletters
- Coordinate with Program Manager to collect and document participant stories to effectively demonstrate QUEERSPACE collective's impact
- Manage editorial calendars and track key metrics

- Ensure brand message is relevant and adjust content where needed to resonate with audiences across different platforms

**Education and Experience:**

- Bachelor's degree in related field and 2+ years relevant experience OR high school diploma and 4+ years relevant experience
- Strong track record of meeting and exceeding organizational and personal goals and objectives
- Strong oral and written communication skills; ability to articulate a strong and compelling case for support

**Competencies and Attributes**

- Effective planning, organizational, and time management skills and keen attention to detail
- Excellent writing, editing, proofreading and interpersonal communication skills.
- Experience managing multiple professional social media platforms
- Experience in graphic design and/or video editing
- Demonstrated proficiency with Google and Microsoft products
- 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 evenings and weekends; frequently during June
- 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:**

Compensation is \$23 per hour

**Location:**

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