



**QUEERSPACE collective**  
**AmeriCorps VISTA - LGBTQ+ Youth Mentorship**  
**Job Description**

**Organization:** QUEERSPACE collective

**Position Title:** LGBTQ+ Youth Mentorship VISTA

**Position Type:** Full-Time VISTA Volunteer

**Reports to:** Executive 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 your subject line.

**Learn more about VISTA:** <https://mnyouth.net/AmeriCorps/#VISTA>

**Applications due:** November 30, 2022

**Start Date:** December 15, 2022

**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:**

The LGBTQ+ Youth Mentorship VISTA will be instrumental in helping us increase our capacity to serve more LGBTQ+ youth in the Twin Cities and St Cloud. The position will have 3 areas of focus: 1) Assisting with the implantation of a new mentoring software system and working with us to streamline these processes 2) Diversifying our mentor pool of applicants and LGBTQ+ youth we reach through community engagement and outreach 3) Developing reports based on data collected through multiple platforms to support donor and stakeholder engagement.

QUEERSPACE collective is a new, entrepreneurial organization that is rapidly growing and continuously increasing impact. This is a great opportunity to wear multiple hats and work with a fun and dynamic team that is committed to building networks of support for LGBTQ+ youth.

**Education and Experience:**

- Associates degree and 1+ year(s) relevant experience OR high school diploma/GED and 2+ 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**

- Ability to work independently and enjoy 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, including ability to protect and maintain confidentiality and data privacy
- Critical thinker and relentlessly 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 LGBTQ+ community combined with a passion for and commitment to QUEERSPACE collectives mission and vision.

### **Other Requirements**

- Ability to work 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.
- Able to pass a complete National Service Criminal Service History Background check (including National Sex Offender Registry, State of service and State of residence, and FBI checks) - eligibility requirements listed here

### **Compensation:**

**AmeriCorps Living Stipend:** \$675.08 twice per month

**AmeriCorps Education Award:** \$6,495 Education Award upon successful completion of service. This award can be used toward federally qualifying student loans or future post-secondary education. Members may waive the education award and choose a \$1,800 end-of-service cash stipend instead.

**Benefits:** Qualified student loan forbearance, qualified child care assistance, Up to \$7,900 in a healthcare allowance plan for out of pocket health care costs, AmeriCoach life coach

**Other Benefits:** \$400 stipend per month toward groceries and gas, \$25/mo cell phone stipend, travel reimbursement for work related travel beyond driving to/from the office.

### **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.*