



QUEERSPACE collective

QUEERSPACE hangouts Program Intern Job Description

Organization: QUEERSPACE collective

Position Title: QUEERSPACE hangouts Program Intern

Position Type: Internship

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.

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. QUEERSPACE hangouts, QUEERSPACE collective's intergenerational LGBTQ+ mentorship program, is the only LGBTQ+ mentor program in MN and one of only five queer youth mentoring programs across the country. Only founded in April 2021, QUEERSPACE collective is rapidly growing and seeks a program intern to support mentoring and programmatic activities.

Position Requirements:

The Program Intern will provide support to QUEERSPACE hangouts mentorship activities including administrative support to the onboarding and training mentors and mentees, collection of mentor/mentee information and uploading it to their respective files, representing QUEERSPACE collective at resource fairs, assisting with QUEERSPACE collective mentor/mentee events, collecting data for of program impact and additional duties as required.

Qualifications and Competencies:

- Minimum 1-2 years of experience in a related field
- 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
- An intimate understanding of issues impacting the LGBTQ+ community combined with a passion for and commitment to QUEERSPACE collectives mission and vision.

Compensation:

Compensation includes a \$600 stipend for 80-120 hours of support over 3 months and course credit if applicable.

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.