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 the subject line and your cover letter.

Applications due: August 31st, 2023. 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 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 to hire a full-time program director to support mentoring and programmatic activities.

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 LGBTQ+ mentorship programs in the Twin Cities and St Cloud area. The Program Director will manage 2 staff and will also directly manage our new group mentorship initiative in collaboration with local artists, activists and youth organizations. Finally, the Program Director will closely collaborate with the Executive Director and the broader team to develop and implement a new 3–5-year growth strategy. This position requires local and national 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 3–5-year growth strategy
• Represent QUEERSPACE collective at internal and external resource fairs, conferences, events and gatherings
• 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
• Ensure Mentorship Program policies and procedures and software fit our organizational needs today and as we continue to grow
• Support the Development and Communications Director in recruitment, fundraising and communication efforts as needed
• Provide leadership for and support the dissemination of QUEERSPACE collective’s mission, vision and values across the organization and externally

Team Leadership
- Set individual and team goals, contribute to the annual work plan and motivate staff and the broader team to reach them
- Support the recruitment, onboarding and training of mentors and mentees and their families
- Ensure program quality across all mentorship activities including; recruitment, training, onboarding, matching, monitoring, supporting and closing or transitioning the relationship between the mentor and mentee
- Serve as a resource-broker for youth and mentors in need of additional services and mediate challenges within mentoring relationships as needed
- Integrate quality improvements into daily operations

Group Mentorship and QUEERSPACE hangout Events
- Develop expert knowledge of QUEERSPACE collective services, policies and procedures in order effectively manage QUEERSPACE’s new group mentorship program and provide leadership support to program staff
- Develop and retain partnerships with local organizations, artists, activists and other community members to provide relevant expertise to group mentoring initiatives
- Create and execute group mentorship proposals based on the skills and budgets of respective partners
- Contribute to and support the planning and hosting of monthly QUEERSPACE hangout events and trainings with mentors, mentees and caregivers

Program Evaluation & Grant Reporting
- Review and refine the Evaluation Plan as programs evolve and grow and ensure alignment with QUEERSPACES’ Theory of Change
- Ensure program metrics and budgets are being met across each mentorship program
- 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

Additional duties as assigned

Education and Experience:
- Bachelor’s degree and 5+ years relevant experience OR associate degree and 7+ years relevant experience working in youth development, mentoring 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 LGBTQ+ 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 limited evenings and weekends as necessary
• 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:
Salary: $70,000
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.