



Part-time Big Queer, Little Queer Program Coordinator

Joy as Resistance

Application posted: May 14, 2024

Application closes: May 28, 2024

Role Summary:

Joy As Resistance is a startup nonprofit experiencing a high level of growth and expansion. To help harness the growth and ensure integrity to the mission, Joy as Resistance seeks a passionate part-time program coordinator to join our team. This position will work closely with the Big Queer, Little Queer Program Manager as well as the Programs team.

The **Big Queer, Little Queer Program Coordinator** will organize and carry out BQLQ community events as well as facilitate Mentor Trainings. This position will respond to inquiry emails, write BQLQ program newsletters, and support program outreach efforts in conjunction with the Outreach Coordinator. This role is responsible for reviewing applications, managing communication with Mentors and Mentees, and supporting the BQLQ Program Manager in the development and scaling of the program. Additionally, you'll be involved in data management and evaluation, utilizing Customer Relationship Management (CRM) systems to track participant data and quantify program impact.

About Joy as Resistance:

Joy as Resistance is a nonprofit organization dedicated to promoting hope and joy for LGBTQIA2+ youth ages 10-24 in Colorado. We offer mental health counseling services for youth and their families, mentorship through our program, "Big Queer, Little Queer," and a variety of professional development services for youth-serving spaces and schools through our partnership program, Joyful Spaces. We envision a world where all queer young people feel essential, celebrated, and empowered to live their authentic lives. Our values are joy, authenticity, community, and liberation.

Just as we seek to support radically inclusive, equitable, and responsive communities for queer youth, we seek to do the same within our organization. It is important to us to align how Joy as Resistance operates internally with the world we hope to see externally. We do not seek to operate like a conventional organization. Put simply, we reject operational models based on competition, choosing instead to reimagine organizational structures and practices that center equity and operate in ways that put our values into practice. As such, we are actively experimenting with different ways to conceptualize and visualize our organizational structure as we work to practice self-management and shared leadership. Find more resources on our shared leadership model and journey [here](#).

Job Responsibilities:

- Facilitation and Program Support (70%)
 - Lead BQLQ Mentor Trainings with support from the BQLQ Program Manager
 - Plan, set-up, and host BQLQ Community Events based on community input and by fostering community leadership

- Support with BQLQ Discord
- Review Mentor and Mentee applications
- Support in matching Mentors and Mentees
- Support program with efficiency, vision, processes, and execution of needed tasks
- Data & Eval (15%)
 - Organize all program touchpoints via CRM and create follow up strategy
 - Use the CRM to organize program data and work with the BQLQ Program Manager to build out the CRM
 - Quantify program impact through program survey management and data collection
 - Support with program data synthesis, including synthesizing monthly check-in data
 - Build systems to support the collection of program metrics
- Outreach/Community Engagement (10%)
 - Connect with schools & youth-serving nonprofits through email, calls, and in-person meetings/presentations/events that aligns with outreach strategy goals
 - Attend tabling outreach events
 - Participate in community engagement events to network and build relationships
 - Write BQLQ program newsletters
 - Respond to email inquiries and take intro calls
 - Manage external communication with community
- Staff Role (5%)
 - Participate in full staff activities (Sense and Respond days, team retreat, weekly team meeting, Coffee & Conversations, etc.)
 - Participate in monthly programs meetings

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with collaboration and consent from the Programs team and the Executive Director.

Required Qualifications:

- 3 years of teaching/facilitation experience
- 2+ years of experience working with youth
- 2+ years of experience within nonprofits
- Passion for working with youth and families and enthusiasm for connecting community members with Joy as Resistance services
- Proficiency with Excel, Google Drive and ability to learn and implement CRM databases
- Experience with data collection and program evaluation
- Desire to collaborate within a startup environment

- Demonstrated commitment to anti-oppressive practices, transparency, accountability, and transformative justice
- Professional or lived experience with the LGBTQIA2S+ community

Preferred Qualifications:

- Operations experience (managing teams and workflows, policy creation and implementation, data and evaluation, etc)
- Community outreach and client consultation experience
- Professional experience in mental health, mentorship, education, and/or youth service
- Experience with program design
- Bilingual

Salary and Benefits:

- The Joy team created our Equitable Salary Matrix over the course of 2022, a model that allows us to center equity, lived experience, skill sets, and the functions of each individual position. Every part-time staff member has a base salary of \$29,925, with 12 additional “Areas of Value” employees score themselves on for additional compensation. Our Equitable Salary Matrix is available to view [here](#).
- \$250/per year stipend for professional development and continuing education
- Average 15-20 hours weekly
- 6 weeks of office closures following the Denver Public Schools calendar and 7 holidays

Work Environment:

Joy As Resistance is currently moving into a new office space located in northeast Denver. Employees will be expected to be in-person in the office and in our community for a majority of their hours. Remaining work hours can be completed remotely; remote working hours can be negotiated based on program needs. Travel throughout Metro Denver for events and program facilitation is required for this job, therefore reliable transportation is needed. Employees will be given a work laptop to use in the course of their role. Flexible and negotiable work schedule with a mix of 9 - 5 work hour meetings and weekend and evening trainings/events.

Physical Demands:

- Weekly communication via email, phone, Slack, and/or video call
- Consistent transportation and attendance to in-person community engagement events and meetings
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group, 1:1, and public speaking
- Occasional activities occurring outdoors

Equal Opportunity Employer Statement:

Joy as Resistance values lived experience and strongly encourages BIPOC, LGBTQIA2+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, women, and veterans to apply. Joy as Resistance is an equal opportunity employer. Applicants will not be discriminated against

because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

How to Apply:

Submit the following to [hiring@joyasresistance.org](mailto: hiring@joyasresistance.org). Please make the subject of your email “BQLQ Coordinator.”

- Resume
- 1-page cover letter that addresses the following:
 - What attracts you to this position?
 - Please describe how your professional experience is relevant to this position, sharing previous successes and challenges.
 - What does the phrase “Joy as Resistance” mean to you?
 - How have you been involved with the LGBTQIA2+ community, either personally or professionally?

Position Snapshot:

POSITION TITLE	Big Queer, Little Queer Program Coordinator
FULL-TIME/PART-TIME	Part-time (15 to 20-hour work week)
NUMBER OF OPENINGS	1
EXEMPT/NON-EXEMPT	Non-Exempt
ACCOUNTABLE TO	BQLQ Program Manager
COMPENSATION	See Equitable Salary Matrix (\$32.28/hr- \$42.99/hr)