



## Kaleidoscope Program Coordinator Position Description

**Brethren Mennonite Council for LGBT Interests**  
**Chicago, IL**  
**1-2 year term**

### About BMC

The [Brethren Mennonite Council for LGBT Interests](#) (BMC) is an organization and beloved community alive at the intersections of queer theological activism, healing and liberatory justice-making. For over 45 years, the BMC's central mission remains twofold: to care for LGBTQIA+ Mennonites and Brethren and to transform harmful church structures.

### Position Description

The Kaleidoscope Program Coordinator is a full-time [voluntary service](#) position that provides support, resources and programming with and for LGBTQIA+ Mennonites and Brethren. Historically this position has focused on youth, young adults and college campuses. However, there is flexibility to adapt to the strengths and interests of the Coordinator in pursuing particular projects or programs. Candidates with interest and skills in the areas of LGBTQIA+ archival work, online resource development, community organizing, or constituent/database management systems will be strongly considered. As well, the Coordinator assists with general administrative duties as guided by the Executive Director.

### Duties and Responsibilities

- Keep abreast of important events and issues that impact lesbian, gay, bisexual, transgender, intersex, asexual, queer and questioning youth and young adults, their families and friends within the Mennonite/Brethren traditions. Initiate appropriate responses.
- Identify program and resource needs for youth and young adults. Work with the BMC Executive Director and Board to propose and implement program/project initiatives to meet the identified needs.
- Through faith-based community organizing, media and advocacy, empower youth and young adults as well as pastors and youth leaders to be a voice for LGBTQIA+ justice and transformation within the church and society.
- Serve as a point of contact among BMC and Brethren/Mennonite college campuses. Provide educational, advocacy and community building opportunities for students, faculty, staff and alumni.
- Maintain, help produce and contribute to BMC's blogs, website and digital newsletter.
- Attend denominational gatherings, other related events and Board meetings at the discretion of the Executive Director.
- Be responsible for maintaining and updating the mailing lists and donor database.
- Answer the phone; monitor and respond to emails and social media.

- Assist in the preparation for and follow up from Board and coalition meetings, fundraising activities, publication preparation and special events.

### **Characteristics and Skills Needed**

- Commitment to intersectional lgbtqia+ justice within the Mennonite/Brethren traditions
- Interest and skills in creative program development and resource development/curation
- Communication and relational skills — written and verbal
- Computer and internet skills
- Ability to be flexible and adjust to the demands of a small non-profit
- Capacity to respond effectively to homophobia/heterosexism/transphobia
- Emotional strength
- Willingness to both take initiative and collaborate on a small team
- Identify as Brethren, Mennonite, Anabaptist and/or LGBTQIA+. Applicants who hold one or more of these identities will be prioritized given the communities that comprise BMC.

### **Accessibility**

This position involves extended periods of computer-based work sitting or standing in a shared office setting. Options for hybrid work and other accessibility arrangements can be discussed. The BMC office is in the Woodlawn neighborhood of Chicago, on the 2<sup>nd</sup> floor of a vintage building with no elevator, several blocks from a Metra train station and the Lakeshore bike trail (and amazing Lake Michigan). People from historically and currently marginalized communities are encouraged to apply. BMC seeks to foster a safe and brave workplace, with a living commitment to dismantle interlocking forms of injustice and nurture work that is healing.

### **Application**

BMC currently hosts this position through [Mennonite Voluntary Service Chicago](#), which provides housing, health insurance, and a living stipend. MVS typically runs from early Fall to mid Summer. MVS [FAQs here](#). Submit an [MVS application here](#) and indicate your interest in BMC. If you have questions about BMC, please reach out to [bmc@bmclgbt.org](mailto:bmc@bmclgbt.org)

### **Contact**

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