

The Alaska Center Education Fund, AYEА Program

Job Title: Civics and Conservation Summit Coordinator

Dates: December-March, 10-20 hours per week

Location: Anchorage, AK

Program Description: Alaska Youth for Environmental Action (AYEA) is a program of the Alaska Center Education Fund that inspires and trains rural and urban youth leaders to impact environmental issues by providing leadership skills training and supporting youth-led community action projects and campaigns. We are committed to a youth-led model, in which teens choose the issues AYEА works on, and teens are the leaders in AYEА campaigns and projects. Adult mentors and staff provide essential support to help the teens learn the skills they need to successfully reach their project goals.

Event Description: The annual Civics and Conservation Summit is an opportunity for teens to learn about the political process and how to communicate with the media and their representatives on environmental issues, while in the State Capitol (Juneau). The 2020 Civics Summit will build on the statewide climate justice campaign that teens chose and developed at the Youth Organizer Summit in September. In addition to engaging leaders on selected bills, teens will research and address other environmental issues being addressed by the legislature. The Summit facilitates cross cultural communication and awareness, and helps teens build their statewide network.

The ~20 slots open for the Summit will be filled by the Youth Organizers that attended the Youth Organizing Summit, new teens involved in chapter activities, and other passionate applicants. We also invite 2-3 adult trainers from the conservation and social justice community. We strive to make the Summit accessible to youth from diverse cultural, racial, and geographic backgrounds, with at least 25% of youth from rural places, 30% Alaska Native, 40% male. Ideally the trainer team mirrors youth participant diversity. Youth will be asked to lead various trainings for the week in Juneau, and will be involved in the planning and facilitation.

Position Description: The Summit Coordinator works closely with AYEА Program Coordinator to plan and implement the Civics and Conservation Summit, see deliverables below. There is a possibility for this position to grow into continued employment at the Alaska Center Education Fund.

Ideal position start date is December 2nd and consists of 10-20 flexible hours a week of work through the summit, and an intensive week of travel and on site coordination in Juneau in late March (exact dates TBD). The position will wrap up by March 31st. Start and end dates are flexible.

Compensation \$5,000.

Please send a letter of interest and resume to margi@akcenter.org. Applications will be reviewed in the order received.

Deliverables:**Pre-Summit Logistics Support and Coordination:**

- Consulting on curriculum/agenda development
- Assist with youth participant recruitment and selection, and training team recruitment/selection
- Training Team facilitation and preparation through 2-4 conference calls and individual calls
- Logistics: purchasing of plane tickets, organizing meetings in Juneau, processing of health forms/registration materials, supplies and materials prep

Fundraising:

- Donor calls to raise Alaska Airline miles for flights and book flights
- Donation requests to local businesses for meal, other support in Juneau

On-Site Summit Coordination:

- Training Team on-site orientation in Juneau (day-long training before Summit to prepare trainers)
- Training Team management each day
- Helping manage meal prep/service each day (we cook all meals together)

Post-Summit Evaluation/Wrap Up:

- Training Team debrief
- Summarize participant and trainer evaluations
- Post internship evaluation and meetings conducted

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