



**Job Title:** AYEA (Alaska Youth for Environmental Action) Program Coordinator

**Reports to:** Executive Director

**Status:** Full time

**Salary:** Commensurate with experience\* (\$45,000-\$48,000)

**Location:** Anchorage, Alaska

### **Position Overview**

The Alaska Center Education Fund is seeking a creative, driven, and organized leader to serve as our Alaska Youth for Environmental Action (AYEA) Program Coordinator. The Program Coordinator will work closely with The Alaska Center Education Fund staff to lead the award-winning Alaska Youth for Environmental Action (AYEA) program, supporting passionate and diverse youth from across the state. This position will coordinate exciting and transformative training and youth-led campaigns to build advocacy, organizing, and leadership skills for young Alaskans. The Coordinator will help facilitate our vision of a statewide movement of diverse young Alaskans who have the skills, connections, and inspiration to effectively advocate for our communities and environment. There are opportunities for advancement in this position.

### **Organizational Overview**

The Alaska Center Education Fund envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and educate Alaskans to stand up for clean air and water, a strong democracy, and for a fair and equitable transition from an extractive economy to a regenerative economy. Our issue priorities are advancing clean energy solutions in the face of rapid climate change, protecting salmon habitat, and amplifying Alaskans' voices in the public process. In partnership with our sister organization The Alaska Center, we achieve our vision through youth education and leadership development, community organizing and mobilization, and electing leaders who will champion our values. The Program Manager will work closely with staff from both organizations. The Alaska Youth for Environmental Action program has engaged thousands of youth from every region of the state since 1998, training teens to be effective organizers and advocates for their communities.

### **Core Responsibilities:** *Duties and responsibilities include:*

- Plan and coordinate two annual summits for rural and urban teens: one focused on civic engagement and engaging in the political process, the other focused on organizing skills and campaign planning;
- Support AYEA teens in developing and implementing an annual campaign addressing an issue impacting their communities (e.g. climate change);

- Cultivate and support a statewide network of adult mentors that support AYEA regional chapters and engage in annual training events;
- Establish relationships and develop partnerships across the state with businesses, elected leaders, civic organizations, conservation groups, schools, agencies, Tribes, and other youth groups to advance the program;
- Develop and manage the AYEA program annual budget;
- Fundraise for the AYEA program through donations, sponsorships, events, and foundation grants working with the Executive Director and Development Director;
- Work with communications team to develop and implement earned and paid media, email and social media communications, and program materials;
- Support the development of a youth “leadership ladder” at The Alaska Center Education Fund, by working with other staff to create next-step opportunities for children, youth, and young adult leaders.

**Core Requirements:**

- Passion for social justice and equity;
- Innovation and ability to take risks, curiosity, desire to learn, creativity, humor;
- Strong interpersonal, organizational, and networking skills;
- Excellent written and verbal communication;
- Demonstrated ability to plan and coordinate large events;
- Fundraising experience, or enthusiasm to learn how to raise funds;
- Demonstrated ability to work effectively as a member of a team and independently;
- Commitment to understand race, class, gender, and other equity issues related to this work, and create an an inclusive program;
- Highly organized, excellent attention to detail, and able to manage multiple projects and deadlines simultaneously;
- Familiarity with Alaska’s rural and urban social and environmental issues;
- Possess a driver’s license and safe driving record.

**Desired (but not required) Skills/Qualifications**

- Experience working with youth ages 14-18;
- Experience working with Alaska’s diverse populations, especially Alaska Native youth;
- Experience working, volunteering or being involved in the AYEA program is a plus;

This is a full-time position based in Anchorage, Alaska. Salary is dependent on experience with a generous and competitive benefits package. All The Alaska Center staff have access to professional development opportunities, including training and support. The Alaska Center provides a supportive work environment with excellent benefits and incentives. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

**To apply, email your resume and cover letter to [jobs@akcenter.org](mailto:jobs@akcenter.org). Position open until filled. First review of applications will be April 6th. No phone calls, please.**