

Youth Communications Associate
The Alaska Center Education Fund

Job Title: Youth Communications Associate

Reports to: Communications Director

Hourly (20 hrs per week): \$20-\$23 Commensurate with experience

Location: Anchorage, Alaska

Organization Overview:

The Alaska Center Education Fund envisions a thriving, just, and sustainable Alaska for future generations. We educate and engage Alaskans of all ages to support clean air and water, build healthy and resilient communities, and become empowered stewards. We achieve our mission through youth education, leadership development, community organizing, and civic engagement.

Position Overview:

The Youth Communications Associate is a vital member of the Communications team for The Alaska Center Education Fund, collaborating with program and fundraising staff. The Youth Communications Associate will develop, amplify, and grow engagement with and support of our youth programs. Trailside Discovery Camp connects children ages 4-16 years and their families with the outdoors and Alaska Youth for Environmental Action (AYEA) cultivates teens across our state to become effective leaders and community advocates.

The Youth Communications Associate will engage youth, parents, and supporters through email, social media, digital ads, mobile platforms, website(s), and other online mediums. This position will work collaboratively with youth program staff and communications staff to implement best practice communications strategies that engage Alaskans with our work. This is an excellent opportunity for an enthusiastic individual to be part of a team that runs innovative online communications to advance outdoor education and spotlight youth voices - in a fun, fast-paced, and supportive environment!

The ideal candidate for this position will have the skills to create messaging that resonates with the public and inspires youth and families; an eye for content creation and the skills to capture it; a strong sense of storytelling and how our work fits within the larger narrative of climate work; and an ability to work quickly to produce top-quality products.

Job Duties:

- Utilize social media and texting programs to maximize reach and engagement;

- Create dynamic online content working with Digital Organizer;
- Manage social media programs for youth programs;
- Capture and create visual and written content to highlight youth programs;
- Work with Communications Director to create impactful earned media opportunities;
- Update websites as needed with engaging and branded content;
- Create, manage and monitor emails and monthly e-newsletters;
- Setup emails, online fundraising campaigns, and other communications under the direction of the Communications Director;
- Create engaging content to support key fundraising & events through email, digital targeting, and online community curation;

Education & Experience

Minimum of 1-year experience in one of the following fields: social media outreach, online engagement or organizing, communications, new media, or other related fields. Field or youth engagement experience a plus.

Preferred Skills

The Youth Communications Associate position is ideal for a detail-oriented writer, marketer, and social networker who is ready to work collaboratively and effectively to manage digital plans from start to finish. The ideal candidate will have a passion for working with youth and families.

- Ability to meaningfully engage Alaskan youth and families from diverse communities;
- Basic graphic design and Photoshop/InDesign/Adobe skills;
- Exceptional organizational and time management skills;
- Ability to manage up and set your priorities;
- Comfortable with a collaborative process and ability to take both leadership and guidance;
- Experience with cross-cultural communication, and understanding of effective and inclusive communications;
- Commitment to understanding race, class, gender, and other equity issues that may be present in this work;
- Commitment to strengthening racial justice, equity, and inclusion throughout our organization, in programs, and with partners;
- Innovation, ability to take risks, constant curiosity and desire to learn;
- Superior writing and editing skills;
- Solution-oriented and ability to move forward;
- Strong understanding of the importance of youth voices and their role in our environment's health and our state's future;
- Proficiency in the strategic use of Facebook, Twitter, and other social media platforms, as well as social media management systems;
- Quick to adapt to new technology; interest in learning or enhancing design skills for digital mediums;

Conditions of Employment

This is a part-time position that must be based in Alaska. Hourly is dependent on experience. Could lead to full-time employment.

The Alaska Center provides a supportive work environment. 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 with "Youth Communications Associate" in the subject line. Position open until filled. No phone calls, please.