



Job Title: Youth Civic Engagement Coordinator

Reports to: Civic Engagement Director

Salary Range: \$45,000, commensurate on experience

Status: Full-time, Exempt

Location: Anchorage, Alaska

Ideal Start Date: January 4, 2021 (Application review begins November 9, 2020)

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 an equitable transition from an extractive to a regenerative economy. Our issue priorities include advancing climate action, 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.

Position Overview

The Alaska Center Education Fund is seeking a creative and driven leader to serve as our Youth Civic Engagement Coordinator. The Coordinator will work closely with The Alaska Center Education Fund staff, partner organizations, and young volunteer leaders to create opportunities for young Alaskans to build community, develop leadership skills, and make change in our communities through strategic engagement in our electoral and political process. The Coordinator will support a statewide movement of diverse young Alaskans who have the skills, connections, and inspiration to advance a vision for a just and sustainable future for the state.

Core Responsibilities: *Duties and responsibilities include:*

- Engage, educate, and mobilize young voters to be active participants in all elections by building a base of highly engaged young volunteers to participate in community outreach, educational events, and voter turnout efforts
- Coordinate the Alaska Youth for Environmental Action (AYEA) Summer Fellows program and support youth age 16-20 to build leadership skills, organize action on environmental and social justice issues, and connect to a statewide youth network
- Contribute to the AYEA high school organizing program through mentorship and training, and by supporting the growth of the AYEA alumni network
- Work collaboratively with partner organizations across Alaska to advance shared campaigns
- Develop volunteer leaders to respond to community needs in support of grassroots efforts on issues that affect young Alaskans
- Inspire and mobilize the community by creating engaging content for social media, digital, and print platforms
- Fundraise for the program through occasional grant writing and donor engagement



Core Requirements:

- Passion for The Alaska Center Education Fund mission and three major policy platforms: salmon and clean water, climate and clean energy, and a strong democracy
- Desire to improve access to our civic process and build a healthy democracy in which all Alaskans can be heard
- Skilled at supporting young people to find their voice, challenge themselves, and grow as leaders
- Strong networking, relationship building, and communication skills
- Ability to create safe and supportive spaces for young people of all backgrounds, especially from communities of color, low-income communities, and LGBTQ+ communities, to learn, grow, and take action together
- Commitment to understand race, class, gender, and other equity issues to create an inclusive program
- Ability to manage multiple projects, respond quickly to emerging opportunities, and work in collaborative teams to achieve a shared goal
- Willingness to try creative approaches to engage the community and reach new populations of young Alaskans
- Willingness to learn on the job and be flexible to changing circumstances
- Ability and willingness to contribute to The Alaska Center Education Fund organizational goals, strategy, and development

Desired (but not required) Skills & Qualifications

(We are willing to train the right candidate)

- 1-2 years experience in grassroots organizing
- Strong understanding of Alaska's political processes (elections, legislature, etc.)
- Experience volunteering on campaigns or in community outreach: tabling, phonebanking, canvassing
- Social media and digital media skills
- Experience with event planning and hosting virtual events
- Grassroots fundraising experience

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. 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. Position open until filled. Review of applications will begin on November 9th, 2020. Email kengo@akcenter.org with specific questions. No phone calls, please. We are currently working remotely during COVID-19.