



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

**Status:** Full time

**Salary:** Commensurate with experience\* (\$48,000-\$55,000)

**Location:** Anchorage, Alaska

### **Position Overview**

The Alaska Center Education Fund is seeking a creative, caring and organized individual to serve as our Alaska Youth for Environmental Action (AYEA) Program Manager. The Program Manager will work closely with The Alaska Center Education Fund staff to lead the inspiring AYEA program, supporting diverse youth from across the state as they grow into compassionate community advocates and leaders. AYEA has engaged thousands of youth since 1998. The Manager 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. This position will coordinate transformative trainings, community events, and youth-led initiatives to build the advocacy, organizing, and leadership skills of young Alaskans. This position has opportunities for professional growth and advancement in our organization.

### **Organizational Overview**

The Alaska Center Education Fund envisions a thriving, just and sustainable Alaska for future generations. We engage and empower Alaskans of all ages to support clean air and water, a strong and resilient democracy, and a fair and equitable transition from an extractive economy to a regenerative economy. We focus on climate justice and clean energy solutions, wild salmon habitat protection, and ensuring all Alaskans can engage in the civic process. In partnership with our sister organization The Alaska Center, we engage in youth leadership development, community organizing and supporting public office holders who share our values.

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

- Plan and coordinate two annual statewide summits for teens: one focused on civic engagement and the political process, the other focused on organizing skills and campaign planning; and potential additional community-based trainings;
- Support AYEA teens in developing and implementing an annual project or campaign addressing an issue impacting their communities (e.g. climate justice);
- Cultivate and support a statewide network of adult mentors who support AYEA teens through local chapter activities and statewide training events;

- Establish relationships and develop partnerships across the state with civic, environmental, and social justice organizations, schools, Tribes, elected leaders, and other youth groups to advance the program;
- Mentor and support youth in their advocacy, including rallies, actions, presentations, community phone banks, letter writing parties, art nights;
- Work with our communications team to develop and implement earned and paid media, email and social media communications, and program materials;
- Help implement a youth leadership ladder at The Alaska Center Education Fund and support a youth movement, by working with staff and partners to create next-step opportunities for children, teens, and young adult leaders;
- Manage 1-2 AYEA seasonal/part-time staff or interns annually.

In addition, the AYEA Program Manager will provide support for the following financial and fundraising aspects of the program, working with other staff:

- Informing and assisting the development of the AYEA program budget;
- Providing program updates for occasional grant proposals;
- Recruiting volunteers for annual community fundraising events.

**Core Requirements--**A successful candidate will:

- Love working with young adults and appreciate both the challenges and rewards of supporting and engaging young people in their leadership and advocacy;
- Commit to understand and address race, class, gender, sexual orientation and other equity issues influencing and impacting the growth and leadership of young Alaskans;
- Have strong interpersonal skills for engaging young people from diverse backgrounds and experiences, including Black, Indigenous, People of Color and rural Alaskans;
- Have an existing network of connections with young Alaskan leaders and adult mentors;
- Be able to effectively engage and communicate with teens using different platforms;
- Have experience planning and coordinating community events (youth meetings, trainings, rallies, etc.);
- Be able to work as a member of a team and independently;
- Be organized and pay attention to detail, and able to manage multiple projects simultaneously;
- Have a sense of innovation and creativity when it comes to inspiring and supporting youth;
- Possess a driver's license and safe driving record;
- Be able to support youth volunteer activities, which include a few weekday evenings per month, and periodic weekends.

### **Desired Skills/Qualifications**

- Experience working, volunteering or otherwise being involved with the Alaska Youth for Environmental Action (AYEA) program;
- Interest in Alaska environmental and environmental justice issues;
- Experience in community organizing, particularly youth organizing;
- Flexibility and openness when working with young people.

This is a full-time position based in Anchorage, Alaska. Salary is dependent on experience with a generous and competitive benefits package. All of 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 23, 2021. No phone calls, please. Note that we are adapting our hiring and training process for this position in light of COVID-19 and are anticipating some remote work. *Any employee working from home will be supported with adequate office supplies and technology to do their job.***