

AYEA 20th Anniversary Celebration Coordinator Job Description

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 AYEAs works on, and teens are the leaders in AYEAs 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 goals of the 20th Anniversary Celebration are to launch an AYEAs Alumni Network, celebrate and have fun together, inspire and elevate youth organizing work through stories of the program, and raise money for current AYEAs programs.

The 20th Anniversary Celebration Weekend consists of a Friday night Grassroots Gala for AYEAs supporters, alumni, and current members to showcase the accomplishments of the past twenty years of the program and a Saturday Alumni Reunion to facilitate an intergenerational dialogue to strategize how to support current campaigns, stay involved as alumni, and strengthen our network by launching an Alumni Directory.

The framework of this event was established last fall by a planning committee of staff and alumni, but the original event was scheduled for November 30, 2018, and had to be canceled due to the earthquake — this provides AYEAs the opportunity to go even bigger with this rescheduled event. In the months leading to the Celebration, there will be an alumni-driven AYEAs fundraising campaign. To aid this, the planning committee and staff will build a volunteer-driven AYEAs Alumni Council that will provide additional support.

Position Description: The coordinator will spearhead the logistical details and communications for the 20th Anniversary Weekend and will work closely with AYEAs alumni and Alaska Center staff to implement both the Gala and the Reunion. This person would ideally be based in Anchorage, though in certain circumstances could be remote and work with the AYEAs Program Coordinator via video calls and google docs. Dates: mid May - early Oct 10, ~5 hours per week. Compensation Depends On Experience.

Please send a letter of interest and resume to margi@akcenter.org. Applications will be reviewed in the order received, with interviews starting May 6th

Deliverables:

Pre-Event Logistics Support and Coordination:

- Lead and own a vision of an event to celebrate AYEА's past, engage current students, and build support for the future of the program
- Schedule and facilitate regular meetings of the 20th Anniversary Planning Committee
- Communicate closely with Alaska Center staff to coordinate logistical support
- Recruit and manage volunteers; ensure roles are filled and task deadlines are met

Fundraising:

- Organize AYEА alumni phonebanking parties to sell event tickets
- Help reach our fundraising goal of \$20,000 for the event (outreach beforehand, silent auction, pitch for donations, etc at the event) to support opportunities for current and future students

On-Site Summit Coordination:

- Oversee logistics for the day of celebration along with AYEА staff
- Help develop and facilitate workshops & trainings at the Alumni Reunion
- Provide transportation and support for out of town guests

Post-Event Evaluation/Wrap Up:

- Debrief event and communications with participants
- Follow up with donors by writing thank you notes & emails