



**Alaska**  
CONSERVATION  
FOUNDATION

**Job Title:** Youth Program Associate

**Reports to:** Development and Program Coordinator

**FLSA Status:** Full-time, Non-Exempt

**Salary:** \$55,000 to \$60,000 per year, depending on experience

**To apply:** Send a resume and cover letter to [acfjobs@alaskaconservation.org](mailto:acfjobs@alaskaconservation.org) with the subject line "Youth Program Associate". Position is open until filled.

## **BACKGROUND**

Alaska Conservation Foundation (ACF) is seeking a dedicated individual to support the work of the [Arctic Youth Ambassadors \(AYA\) Program](#) and other youth leadership programs focused on stewardship and conservation in Alaska and the Arctic. ACF is the nonprofit host and coordinator of the AYA program, supporting local youth leaders as critical to protecting Alaska's unique lands, waters, and ways of life.

The AYA program, a collaboration between the US Fish and Wildlife Service, World Wildlife Fund, and ACF, consists of cohorts of approximately 15 youth ages 18-23 from communities across Alaska who serve for 18 month terms. The program also involves ongoing opportunities for alumni. This work is guided by the [Arctic Youth Ambassadors Strategic Plan](#) and works with youth from a diversity of backgrounds. Program elements include mentoring, training, personal and group projects, public speaking, participating in professional meetings and conferences, and knowledge and cultural exchanges with other Arctic communities. Success in this role requires an appreciation for Alaska's Indigenous communities who have stewarded iconic lands and waters for millenia, and awareness of the impacts of colonization, natural resources development, and history of western conservation.

## **JOB SUMMARY**

The Youth Program Associate is supervised by the Development and Program Coordinator and shares responsibilities with a team of Alaska Conservation Foundation colleagues, as well as working in close collaboration with US Fish and Wildlife Services and World Wildlife Fund program partners. Primary responsibilities for this position focus on program logistics, scheduling, mentoring, and project and event management. Additionally, it includes assisting with program planning and development, communications, partnership development, and fundraising. The AYA program is heavily youth-led. This work intersects with the broader work of Alaska

Conservation Foundation and our network of partners focused on the stewardship of lands, waters, fish and wildlife, and the sustainability of the ways of life they support.

## **DUTIES AND RESPONSIBILITIES**

- Maintain professionalism while working collaboratively with a team of colleagues and partners to plan and implement programs and projects, including contributing to ongoing program improvements;
- Plan, schedule and facilitate frequent meetings with partners and youth program members;
- Regularly attend meetings, dialogues, and strategy sessions with colleagues and partners;
- Facilitate youth leadership in guiding programs, projects, and professional development;
- Advocate diplomatically for greater opportunities, fairness, and influence for youth;
- Continually learn and improve cultural understanding and effective cross-cultural communication;
- Manage logistics, scheduling, and consistent communication with program participants, some with variable internet and phone access;
- Communicate with partners and help grow a network of partners and supporters;
- Managing projects;
- Planning and managing travel logistics, including the complex logistics of travel in rural Alaska and internationally;
- Assist with program communications and storytelling;
- Other duties as assigned to advance program, personal, and organizational goals.

## **QUALIFICATIONS**

While no one candidate is likely to embody all the qualifications below, the ideal candidate will possess many of the following professional and personal knowledge, experiences, skills, and abilities.

- 2 years experience related to the listed duties and responsibilities;
- Solid relationship-building skills; ability to establish positive working relationships with individuals from varying backgrounds, perspectives, values and professional disciplines;
- Demonstrated ability to work effectively as a member of a team, both as a leader and in a supporting capacity;
- Experience working with Indigenous peoples of Alaska and an understanding of the value of Indigenous Knowledge and world views for addressing the conservation, stewardship and adaptation challenges facing Alaska;

- Excellent verbal and written communication skills with professionalism and cultural understanding;
- Ability to work independently, with the ability to problem-solve complex challenges, prioritize tasks, meet deadlines, manage multiple projects, and provide consistent updates to colleagues;
- Demonstrated ability to work across disciplines;
- Mental agility, maintaining a skeptical and inquisitive mindset, always looking for opportunities to improve;
- Passion for the people, lands, waters, fish and wildlife of Alaska and the Arctic;
- Experience with website content and social media for professional communications;
- Experience with rural Alaska communities;
- A current passport or ability to get one.

## **WORK LOCATION AND CONSIDERATIONS**

- The Alaska Conservation Foundation office is in Anchorage, Alaska but we are open to work from home and remote work locations within Alaska or possibly other locations, depending on a candidate's demonstrated level of experience and independence;
- The majority of the work is conducted in an office or home office settings and conference or meeting facilities. Occasional periods in the out-of-doors with exposure to climate, insects, or hazardous animals may be required;
- Occasional travel by automobile and commercial aircraft, possibly including international travel, small charter planes, and small boats, may be required;
- Some flexibility of work schedule will be required to meet occasionally outside of regular business hours and on weekends to accommodate youth schedules and partners in different timezones.

## **BENEFITS**

- Health Benefits: Low-cost Health, Dental, Vision plans; Life and AD&D insurance; Long-term disability; Health Savings Account to satisfy health deductible, 403(b) retirement plan with up to 7% company match after 1 year of service;
- Work-Life Balance Benefits: Generous paid time off; 12 paid holidays, parental leave, bereavement, and flexible schedules.

**Disclaimer:** *The information provided in this description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*