Youth Voice & Program Assistant

The Center for Safe Alaskans (Safe Alaskans) is seeking a **Youth Voice and Program Assistant** who brings an understanding of young people's experiences, priorities, and interests in Anchorage. Help bring youth perspectives into programs and decisions that affect young people!

Youth voice is central to our work. We believe young people should have meaningful opportunities to shape programs, identify community priorities, and participate in decisions that affect their lives.

The **Youth Voice & Program Assistant** is a member of our staff who supports youth engagement. This position brings youth perspectives directly into our work while offering paid, hands-on experience in nonprofit program coordination, community engagement, event planning, communications, and evaluation. This position works closely with staff and youth grantee teams to coordinate communication, track project activities, support youth-led events, and document program outcomes. The role offers opportunities to build professional skills while doing meaningful work.

Safe Alaskans promotes wellbeing, prevents injuries, and improves safety for Alaskans. The Anchorage Youth Development Coalition (AYDC), housed at Safe Alaskans, promotes strength-based strategies through advocacy, resources, networking, and training so that Anchorage youth thrive.

What you'll contribute

In addition to supporting day-to-day program activities, you will:

- Bring insights about young people's experiences, interests, and priorities to AYDC planning and program decisions.
- Help identify ways to make programs and activities more relevant, welcoming, and accessible to young people.
- Connect with Youth Matter Grants participants and help share their experiences and accomplishments.
- Help recruit and coordinate youth panels so that youth perspectives inform coalition decisions.
- Participate in AYDC's Youth Voice Committee and contribute ideas for strengthening youth engagement.
- Work alongside staff to identify opportunities for young people to take meaningful leadership roles.

Employment Snapshot

Status:	Part-time, temporary, non-exempt, at-will
Location:	Anchorage, Alaska; primarily in person at 4241 B Street, Suite 301, and at community locations
Schedule:	No more than 20 hours per week, with up to 140 total work hours from the date of hire through June 30, 2027. Weekly hours vary with program needs; the supervisor and employee will plan a mutually convenient schedule, with up to 50% remote work. Most work will occur during business hours from 8:30 am to 4:30 pm, Monday through Friday. Some evening and weekend work is required.
Pay:	$20.00 per hour
Reports to:	Program Manager
Benefits:	Earned Paid Time Off (PTO) is one hour per 30 hours worked. Approved work-related mileage will be reimbursed under organizational policy. Work equipment and individual account access provided as needed.

What you will do:

Youth Matter Grants (approximately 60%)

- Serve as a point of contact with youth grantee teams, coordinating routine communications and referring decisions or concerns to the Program Manager.

- Maintain accurate program tracking tools and records for assigned grantee milestones, check-ins, site visits, required updates, and payment documentation.
- Assist with grantee orientation, site visits, and the June Youth Matter Grants Celebration, including participant communication, invitations, preparation, and event-day coordination.
- With staff guidance and appropriate permissions, collect youth stories, quotes, photos, and project updates; draft content for staff reviews and approved communications.
- Help collect and analyze feedback and program data, summarize findings, and recommend practical improvements to program quality, youth engagement, and accessibility.

Youth Voice & Coalition Activities (approximately 30%)
- Recruit and coordinate youth participants for an AYDC coalition meeting panel; help participants prepare their contributions and discussion topics and assist with scheduling and event logistics under staff direction.
- Participate in monthly Youth Voice Committee meetings, help develop the annual work plan, and complete assigned activities and follow-up tasks.
- Support youth participation in coalition activities through respectful communication, timely follow-up, and coordination with AYDC staff and partners.

Other Program Support (approximately 10%)
- Support Second Order Change (SOC) activities by preparing materials, tracking registration, assisting with session logistics, and attending selected sessions.
- Update assigned program spreadsheets, records, and shared files accurately; store work products in Safe Alaskans-approved systems.
- Prepare simple program graphics or materials using individually assigned accounts and collaborate with staff on the final product.
- Attend weekly supervisor check-ins, communicate progress and scheduling needs, and carry out related program assignments.

Qualifications

While no one candidate will have all the qualifications, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences.

Previous paid employment and college education are not required. Applicants will be evaluated on job-related qualifications and ability to perform the position's responsibilities.

Required
- Interest in youth voice, youth development, community engagement, and respectful collaboration.
- Current understanding of young people's experiences, priorities, and interests in Anchorage.
- Desire to bring youth perspectives into programs and decisions that affect young people.
- Clear, professional written and verbal communication with youth, staff, and community partners.
- Dependability, organization, attention to detail, and ability to follow through on assigned tasks.
- Ability to use or learn Microsoft Word, Excel, Outlook, OneDrive, and Canva or comparable applications.
- Ability to work at scheduled in-person activities in Anchorage, including occasional evenings or weekends, and to travel to local program locations.
- Ability to work independently with guidance, maintain confidentiality, and use approved organizational systems and accounts.
- Regular and reliable attendance required in addition to satisfactory performance of duties.

Preferred
- Participation in Youth Matter Grants, AYDC, or comparable youth-led, school, volunteer, or community programs.
- Experience supporting events, coordinating group activities, communicating with participants, or collecting program information.
- Familiarity with youth-centered communication, storytelling, social media content preparation, or basic evaluation activities.

Working Environment
This position is based in Anchorage, Alaska, and is primarily in person, with up to 50% remote work eligibility in accordance with Safe Alaskans' policies, position requirements, and employee performance. Remote work requires prior approval and a written agreement.

The position involves computer-based work, meetings, site visits, and community events, including occasional outdoor activities and evening or weekend work. Duties may include standing, walking, carrying materials, and setting up events.

The employee must have reliable transportation to attend meetings and events throughout Anchorage. Authorized business mileage will be reimbursed at the applicable IRS rate in accordance with organizational policy.

Reasonable accommodations will be provided to qualified individuals with disabilities to perform the essential functions of the position.

Equal Opportunity Employer
Center for Safe Alaskans is committed to creating a diverse, inclusive, and respectful workplace and encourages applications from individuals with a wide range of backgrounds and experiences.

How to Apply
This position will be posted for two weeks. Interested applicants should submit a resume and a brief statement explaining their interest in the position to info@safealaskans.org. Applications will be reviewed as they are received, and qualified candidates may be contacted for interviews during the posting period. Applicants are encouraged to apply early.