

Volunteer Handbook

AKEW has zero paid staff. Every event coordinated, every email sent, every community reached is the result of volunteers. This handbook covers roles, expectations, and resources.

The AKEW Mission

To build a complete, connected entrepreneurial ecosystem for Alaska and deliver it to every community in the state. AKEW does this through three functions: showcasing what exists, filling the gaps, and delivering it everywhere through City Leads in 7+ regions.

Volunteer Roles

Event Coordination

Help manage event submissions, scheduling, and logistics. Coordinate with event hosts and City Leads to ensure smooth delivery during the week.

Marketing and Communications

Create and distribute promotional content across social media, email, and partner channels. Help maintain the AKEW website and event calendar.

Outreach and Recruitment

Reach out to organizations, speakers, and potential event hosts. Identify gaps in the calendar and recruit content to fill them. This role directly supports the "Fill the Gaps" mission.

Speaker and Host Liaison

Support event hosts with logistics, tech setup, and day-of coordination. Serve as the point of contact for speakers and panelists.

Technical Support

Help with website updates, event calendar management, CRM (HubSpot) operations, virtual event setup (Zoom), and email infrastructure.

Photography and Documentation

Capture photos and video at in-person events. Document outcomes and success stories for post-event reporting and future promotion.

Translation Services

Help make AKEW accessible to Alaska Native and Spanish-speaking communities through translation support for event materials and communications.

Time Commitment

Period	Hours/Week	Focus
Before AKEW (Apr-Aug)	1-3 hrs	Planning, outreach, content preparation
Pre-week (Sept 1-13)	3-5 hrs	Final promotion, logistics, setup
During AKEW (Sept 14-18)	8-15 hrs	Active coordination and support
After AKEW (Sept 19-30)	1-2 hrs	Wrap-up, feedback, documentation

How to Sign Up

Email contact@akew.org with subject line "Volunteer" and a brief note about interests, availability, and preferred roles. The statewide team will follow up with onboarding information and connect volunteers with the relevant City Lead.