**Application For YJA Executive Board**

 **Position: Director of Education**

**Name:**

**Email:**

**City, State:**

**Phone Number:**

**Date of Birth, Age:**

**Times Available for Interviewing** (i.e. Mon evenings)**:**

**Instructions**

1. **Director** applications are due **Wednesday, July 10th** 11:59 PM PST.
2. Complete this application, including the associated work product - **help us get to know you!**
	* **Check your eligibility for the position at** [yja.org/elections](https://yja.org/elections)**.**
	* You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
3. Submit **all** parts of your application by using the **Submit Application** button at [yja.org/elections](https://yja.org/elections):
	* Written application (Word Document), file name “NAME – Director of Education Application”
	* Resume (PDF), file name “NAME – Resume”.
		+ If you are in high school or college and do not currently have a resume, please email elections@yja.org for instructions on what to submit instead!
	* Work product - please see instructions in the application.
4. We’ll contact you by **email** to schedule an interview. This email could come anytime between when you submit your application and July 24th - please respond promptly! Interviews will take place on a rolling basis - we HIGHLY encourage you to submit as soon as your application is completed!
5. If you have **any** questions or concerns along the way, please don’t hesitate to email us at elections@yja.org. Have fun and good luck - we can’t wait to hear from you!

*All of the information in this application is true to the best of my knowledge. If I am offered a position on the YJA Executive Board and accept it, I will fulfill the duties of that position to the best of my ability!*

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**Signature (sign or type your name) Date**

**Application**

*Please limit each answer to* ***no more than 150 words****.*

1. Based on the position description below, what makes you most suited for the role of Director of Education? What are some of your strengths and weaknesses and how would you apply them to this role?
2. What do you see as YJA’s biggest flaw or failure with respect to its education programming and initiatives? How do you propose YJA remedies that problem?
3. The fastest mode of educating youth is through the Internet and mobile devices. With this in mind, YJA has recently taken steps (YJA Pathshala, YJA Forums, YJA webinars, #FridayFacts, Podcasts, Maharaj Saheb Messages, curating and promoting a list of Paryushan activities, and more) to build powerful educational content on the YJA website and our social media platforms. What steps would you take to further build YJA’s educational offerings online? What ideas can you brainstorm that are new/different from what we do now and that use technology? \*Please note that no code/website experience is necessary. The Director of Education would work with other Directors (IT or Project Development) to execute on these ideas.\*
4. Offline, what else can YJA undertake to further YJA’s mission to “spread and promote Jain heritage and religion through Jain youth”?
5. YJA’s community (ages 14-29 across the US) is large and diverse, in that there are many different levels of familiarity and interest in Jainism. What are some ideas you have to reach YJA members of different ages, interests, and sects of Jainism?
6. What significant, though sometimes underemphasized, Jain philosophical tenet do you think needs to be more addressed among Jain youth today (be as specific and unique as possible)?
7. Working on several projects at once is a large part of being the Director of Education. As such, managing a large subcommittee and keeping each member motivated is an incredibly important task. How would you divide your projects amongst your subcommittee, and how would you keep each member motivated.
8. Please list your other commitments for the 2019-2020 year.

OPTIONAL: If there is anything else you would like us to know about your background with Jainism, Jain communities, or Jain-related activities you have participated in, please write it below. Your application will not be negatively affected if you do not answer!

**Position Description – Education**

The primary duties of the Director of Education shall include, but not be limited to:

1. Educating the Organization’s members by:
	* Initiating projects for the year to increase education within the membership; and
	* Helping regional coordinators develop educational components for events and retreats.
2. Leading activities and maintaining regular resources that ensure the availability of strong educational content for members, including, but not limited to:
	* Reviewing yja.org for current educational material and resources and making recommendations for improvement;
	* Updating the Organization’s events calendar to include important Jain holidays (Paryushan, Mahavir Jayanti, etc);
	* Compiling other online Jain resources;
	* Contributing educational articles to the Organization’s blog;
	* Organizing educational webinars;
	* Managing and maintaining YJA Forums; and
	* Adding material to and facilitating the online YJA Pathshala.
3. Communicating with outside parties and organizations relating to Jain education by working closely with the JAINA Director of Education, interfaith organizations, youth groups, and other parties;
4. Assisting the Director of Publications in providing educational content for Young Minds and contributing articles when possible to other counterpart Jain publications (UK Young Jains, JAINA Huffington Post blog, etc.);
5. Assisting the Director of Public Relations in compiling education-related material for e-newsletters and social media channels; and
6. Heading up all Educational aspects of YJA projects being undertaken and utilizing a subcommittee as needed; and
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

The Director of Education helps incorporate Jain philosophy, practice and principles into all aspects of what YJA does. This applies to in-person events as well as ongoing social media and online channels. Some YJA members come to retreats, others use Snapchat, and others read email newsletters – the Director of Education is responsible for creating educational content that reaches them wherever they are. They are also responsible for ensuring YJA activities and publications exemplify Jain principles.

**Task**

Two ways that we reach members are through Webinars and through our Snapchat.

* Come up with a creative webinar topic and provide a short (no more than ½ page) outline of the webinar. Tell us the schedule of the webinar, if there would be any guests, how you would keep viewers engaged, etc. Remember that YJA’s audience spans ages 14-29 – is your topic meant to address a specific age group, or is it applicable to everyone? Explain your rationale. [See our YouTube for examples of recent webinars](https://www.youtube.com/playlist?list=PLkXpv68dQ_v4Kht6TCwJQ6syhHi-kcqKy) – choose a topic that has not been covered before!
* Explain a principle of Jainism in 3 Snaps or less – create each Snap and caption in your own Snapchat, take a screenshot, and insert the images into your Word document. If you don’t have Snapchat, take three pictures and write the short captions that you would label them with to explain a Jain principle or idea. Creativity is encouraged!

**Submit your webinar outline and images in one file (Word) and name the file “NAME - Education Work Product”.**

If you have ***any***questions, difficulties, or confusion, **please don’t hesitate** to email us - elections@yja.org! We’re happy to help!

**FAQs and Tips**

**Q: Can I apply for more than one position?**
A: Yes, you can apply for more than one position! You must submit a separate application for each position you are interested in. During your interview, we will likely ask you what is your order of preference among the positions you applied for.

**Q: What if I’ve never been involved with YJA? What if I’ve never been to pathshala? What if I come from a small town where we have no Jain temple, or no Jain center?**
A: There is no “required” background with Jainism to be on Executive Board. It doesn’t matter if you’re from a big city or a small town, if you’ve been to every convention or if you just started learning more about Jainism this past year - we’re looking for enthusiastic, hard-working people who are excited about helping connect Jain youth across the country, period. If that’s you, apply!

**Q: What if I don't live near a Jain community, sangh or temple?**

A: No problem! Board members have lived all over the country - sometimes even working from abroad! - without any issue. It is important to us to have the perspective of Jain youth in all different situations, including those who do not have easy access to a Jain community.

**Q: What if I’ve never held a position like this before?**
A: Again, there is no “required” set of experiences to be a good fit for Executive Board - our current board has graduate students, working professionals from various industries, college, and even high school students! We want to hear about the skills and interests you have, but there are also many that we can teach you! When thinking about what you want to apply for, look for the position description that is a good fit with both your background and your interests.

**Q: What is a work product?**
A: The work product is an example of something that the Board member holding that position does as a part of their day-to-day YJA responsibilities. Seeing a work product allows us to better understand your working style, and what you might create or do if you were in that position on the YJA Board. Work products will be looked at in the context of your application and background, so again, don’t worry if you’ve never done something like this before! Just follow the instructions and do your best.

**Q: Why are you asking for a resume?**
A: We’ve found that involvement with Jainism is not the only thing that helps us as Executive Board members - we all use skills and experiences from school, internships, work etc. as well! Seeing your resume gives us a quick look into this background. No need to modify, just send us your existing resume as-is. Again, if you are in high school or college and don’t have one yet, email us at elections@yja.org! This will not negatively affect your application.

**Q: Should I talk about my activities or work experience extensively in my application?**
A: Don’t rehash your resume in your application. No need to provide us lists of your activities or accomplishments in application answers - use examples as appropriate, but first and foremost make sure you’re actually answering the questions and helping us learn more about you!

**Q: Is the word limit a hard restriction or an approximate guideline?**
A: Stick to the word limits. Less is more!

**Q: Any other tips for application writing?**
A: Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.