**Application For YJA Executive Board**

 **Position: Director of Events**

**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 Events 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 Events? Consider answering this question by drawing from any relevant prior experiences, projects, or undertakings.
2. The Director of Events is in charge of six Regional Coordinators. One of your core responsibilities will be to make sure that the RCs are fulfilling their requirements and providing them all the necessary support to do so. At times, RCs may face communication gaps and distractions that can lead to inefficiency and ineffectiveness. Provide three specific management strategies/techniques you would employ to overcome these challenges.
3. As Director of Events, you will have to be a cross-functional figure. This could involve managing retreat registration, creating graphics for event PR, budgeting, social media campaign coordinating, general event planning, etc. What kind of relevant experience do you have working on cross-functional teams or in a cross-functional role?
4. What experience and/or knowledge do you have of regions outside your own and of the greater Jain community (sanghs across the country, JAINA, etc.)? Consider what specific struggles these communities face, how they differ, and what the successful ones are doing well.
5. The RCs will be responsible for organizing weekly or monthly events in cities across the country. As Director of Events, it is important to measure the performance of each event in order to understand where we’re winning, where we can improve, and where to re-evaluate our approach. In the world of data, we can measure our success based off several metrics. What key metrics would you focus on, how would you evaluate them, and what system would you put in place to accomplish this?
6. 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 – Events**

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

1. Managing the activities of the six Regional Coordinators (“RCs”), ensuring they are fulfilling their duties and goals, as well as providing recommendations to them for improvement;
2. Initiating and coordinating regional and national events with the RCs to promote the goals of YJA;
3. Acting as ad-hoc RC, if RC does not meet set expectations;
4. Hosting weekly meetings with all RCs;
5. Helping RCs communicate intra-board as needed for projects and making sure that the RC’s are making good use of their resources on Executive Board;
6. Developing contacts outside of th Executive Board that will assist in implementing events (former Executive Board members, Jain Center Presidents, etc.);
7. Managing the Remind event notification system;
8. Coordinating events with other Jain groups, i.e. YJP, JMP, YJUK, and YJS;
9. Reviewing prior to use all RC and LR documentation, including Retreat Packet, Local Representative Application, and Event Evaluations, and ensuring that they are updated with learnings, relevant documentation, and metrics as events are conducted during the year;
10. Managing each RC through their retreat planning process; and
11. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

In addition to managing the six Regional Coordinators, the Director of Events also coordinates large initiatives, such as the Interregional Clothing Drive and the Ahimsa Photo Campaign. These events are an opportunity for YJA members to participate in a large-scale event and combine efforts to create an impact on the community.

**Task**

Develop an idea for a national, international, or interregional event or campaign. Create a timeline of the event, from the planning stages up to the execution. List any resources or board members you would involve in all steps of the event. Some things to consider include:

* Event Logistics
* Schedule
* Social Media Timeline
* Metrics
* Budget (if applicable)

Feel free to use word, excel, or any other platform you feel appropriate to document and create your outline. **Submit your draft planning spreadsheet (Excel) and name the file “NAME - Events 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.