**Application For YJA Executive Board**

**Position: Director of Project Development**

**Name:**

**Email:**

**City, State:**

**Phone Number:**

**Date of Birth, Age:**

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

**NOTE**: Applications for the position of Director of Project Development shall be accepted from individuals who:

1. Are on the then current Executive Board; or
2. Have served one (1) prior full term on the Executive Board; or
3. Have served as a recognized Local Representative with a letter of recommendation from a then current Executive Board member.

**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 Project Development 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](mailto: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](mailto: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 on the last page of this application, what makes you most suited for the role of Director of Project Development? What are some of your strengths and weaknesses and how would you apply them to this role?
2. Why do you want to continue your involvement with YJA? What are some strengths you saw that YJA had during your prior term on board? What do you see as YJA’s biggest flaw or failure that you would want to improve on?
3. The Director of Project Development is responsible for coordinating and delegating tasks to the Executive Board members. The Director of Project Development often faces communication hurdles. Executive Board members may not do their work on time, others do not respond quickly, and some may not produce quality work. How would you respond to such challenges and ensure that the Executive Board will fulfill their duties? Feel free to cite personal examples in which you faced similar experiences.
4. One role for the Director of Project Development is creating and/or continuing projects that further YJA’s mission. In the past year, YJA Project Teams, a collaboration between YJA board and non-board members on initiatives for YJA members, such as College Chapters, YJAxReflect, and the YJA mobile app. How would you propose to improve the sustainability and feasibility of YJA Project Teams?
5. As the Director of Project Development, you will be responsible for many long-term initiatives, including working with JAINA on projects that have been in place for years, and reviewing and/or updating the YJA Operating Manual that details all internal and external processes. Please provide an example demonstrating your ability to quickly learn and pick up a project from where it was left off.
6. The Director of Project Development is responsible for organizing and conducting Weekly Director Calls and Bi-Monthly Project Lead Calls. Additionally, you will be in charge of keeping track of details for board-wide projects and Project Team projects. Please provide an example of a time you were in charge of a club, organization, project, etc. and how you managed to stay organized through multiple competing responsibilities and meet your goals or deadlines.
7. 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 – Project Development**

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

1. Initiating and coordinating board wide projects that have a religious, social, educational and community service component, and delegating project responsibilities to the appropriate board members;
2. Assisting Co-Chairs in the management of Directors by ensuring they are fulfilling their duties and goals, as well as providing recommendations to both Directors and Co-Chairs for improvement;
3. Maintaining and expanding YJA Project Teams, which is currently the umbrella project for the YJA App, YJA College Chapters, YJAxReflect, and Jains in Action (JIA). This includes:
   * Recruiting Project Leads for all Project Teams
   * Tracking and ensuring Quarterly Project Team Goals are met
   * Serving as a liaison between YJA Project Teams and YJA Executive Board
4. Collaborating with outside parties that could assist in developing projects, including, but not limited to:
   * JAINA EC, Directors, and Committees; and
   * Philanthropic organizations whose missions align with that of YJA.
5. Acting as a liason for the YJA Convention in non-convention years by:
   * Consulting with the previous YJA Executive Board to assess the strengths/weaknesses of the previous YJA Convention;
   * Compiling documents and other important materials from the previous YJA Convention;
   * Updating and editing the YJA Convention bid packet;
   * Leading the marketing and outreach campaign to find the host city for the next YJA Convention; and
   * Ensuring the current Executive Board votes on the host city for the next YJA Convention.
6. Assisting the Co-Chairs and the Board of Trustees with the YJA Election process by:
   * Training the current Executive Board members on the election process and protocol; and
   * Updating the election guidelines, as needed, to complement organizational and long-term development.
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

In addition to managing the other Directors and continuing the organizations’ existing initiatives, the Director of Project Development is responsible for project managing themselves and other members of the Executive Board. This means helping create structures that allow them to plan out projects, keep track of deadlines, and think through new ideas before they get started working on them!

**Task**

Propose a project or initiative that you would like to see YJA undertake. Outline (in no more than 300 words) what would go into that project plan to launch the idea. There is no one way to create this plan, but you can think about the following:

* What is the timeframe that you would work on the project?
* What steps would you go through from having the idea to launching the program and making it a reality? Would you test the program in any way before launching it full scale?
* What deadlines or milestones would you want to meet along the way?
* How would you measure success?

**Submit your project plan (Word or PDF) and name the file “NAME – Project Development Work Product”.**

If you have ***any***questions, difficulties, or confusion, **please don’t hesitate** to email us - [elections@yja.org](mailto: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](mailto: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.