**Application For YJA Executive Board**

**Position: Director of Publications**

**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 Publications 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 below, what makes you most suited for the role of Director of Publications? 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 Publications material and how do you propose we remedy that problem? Conversely, what do you see as YJA’s greatest strength with its publications material and how do you propose we continue or improve in these aspects?
3. You will be responsible for publishing issues of YJA’s quarterly publication, [*Young Minds*](https://yja.org/youngminds). Do you have any experience with MS Publisher, MS Word, Adobe InDesign or a similar program in creating a magazine or related publication? If so, please provide us a link in this response to a copy of something you created and describe your role in the process – were you a writer, editor, designer, or some combination? (This can be an online link, a Google Drive link, etc.) If not, tell us about an experience or any skills that you have that will help you do this, and tell us what has made you interested in working on a publication like *Young Minds*.
4. If you have not already, read the *Young Minds* publication [here](http://yja.org/youngminds). Give us your feedback: What are some pros and cons that you noticed? How can we make it more exciting, unique, and appealing, while still maintaining the information and educational aspect that is its goal? How can *Young Minds* connect with its readers and with other similar publications (e.g. [*Young Jains*](https://youngjains.org.uk)) in the future?
5. How do you plan on gathering articles and columns for *Young Minds*? Who would you approach? How will you reach out to different age groups?
6. What are some ideas you have to expand the role of the Director of Publications beyond working on *Young Minds*?
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 – Publications**

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

1. Designing, editing, and publishing at least four (4) issues of Young Minds during their term;
2. Gathering and editing content (including, but not limited to, articles, recipes, stories, event recaps, photos, and poems);
3. Coordinating with the Director of Public Relations to curate content and promote each issue of Young Minds;
4. Managing our Medium blog, which holds all the blog posts and articles from previous Young Minds magazines;
5. Coordinating with the Director of IT to publish each issue of Young Minds online and on YJA's website;
6. Having access to and knowing how to use Adobe InDesign publishing software;
7. Submitting updates and content to Jain Digest and other known Jain publications;
8. Contacting past speakers/session holders from YJA conventions and asking them if they would be interested in writing articles for Young Minds; and
9. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

The publication of each issue of *Young Minds* involves many different people. Internally, the Director of Publications must work with other Board members to obtain submissions for *Young Minds*, either from them for updates about their position, or through them if they are in contact with Local Representatives, outside organizations, etc. They must also work with all external writers to ensure they get their submissions in on time. Publication of an issue of *Young Minds* involves getting all the appropriate pieces of writing, but also sourcing photos, laying out the design, copyediting, and reviewing drafts.

**Task**

Provide us a timeline for the release of your first Young Minds – you would be elected to the Board around July 31st, and you would look to release your first issue sometime in late September/early October. Include any tasks that you think are relevant, from the list above and any others that you can think of, and provide us the time that you will be working on them (i.e. September 1-7 – initial emails to writers). Also tell us:

* Is there a theme you would want the issue to have?
* Are there any special types of articles or topics you would want to include?
* In addition, please provide a template of an email you would write to a potential Young Minds writer that is outside of YJA.

**Submit your timeline (Word, PDF etc. are all fine) and name the file “NAME - Publications 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.