**Application For YJA Executive Board**

**Position: Director of Technology**

**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.
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 Technology 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 Technology? 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 anything that may fall under the Director of Technology’s responsibilities? How do you propose we remedy that problem?
3. Do you have any experience working with web development, platforms, and tools? If so, please detail the experience(s). Please also note programming languages you are proficient in and any experience with web/Linux servers.
4. What content and/or features would you add to the current website to promote the knowledge of Jainism and the building of a Jain community? In addition, what steps would you take in order to increase the traction and use of the website?
5. Recently, YJA launched its own mobile application which was featured at the 2018 YJA Convention. How would you use this platform to bring other YJA projects and events to the user and what steps would take to promote the app?
6. Explain one project that you would like to take on related to YJA’s technology or social media infrastructure and why.
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 – Technology**

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

1. Maintaining yja.org and all its functions, including but not limited to removing broken links, constantly improving areas that need updates and/or re-design;
2. Helping other Board members utilize new technology platforms the improve the Organization’s work and reach to membership;
3. Actively exploring new tools, platforms, and methods related to technology to bring to YJA;
4. Overseeing server maintenance and ensuring renewal of all domain names;
5. Creating new functions to make website use more efficient;
6. Consistently and accurately update each region sub-page (including latest events, newest Local Representatives, and updated photos), when directed by the Regional Coordinators, Director of Events, or Director of PR, and individually at least once a month;
7. Uploading and archiving relevant external materials, including e-newsletters and webinar slides;
8. Uploading and archiving back issues of Young Minds, when directed by the Director of Publications;
9. Heading up all technology aspects of projects being undertaken and utilize a subcommittee as needed;
10. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

The Director of Technology may be called up on to create something to assist another Board member with a particular project or initiative. When building a feature like this, it’s important to keep in mind why you’re being asked for it (What’s the purpose it will serve? What might it be used for in the future?) and how to build it so a future Director of Technology would be able to use it or make changes to it easily.

**Task**

Create a registration form for YJA events. Design and code the front-end user interface for the form. Also write code to store the information from the form in an appropriate location (i.e. a database, a table, or a file). You can use any language that you are comfortable with. Please make sure to use best practices in documenting your code. The form should ask a user for their:

* Name
* Date of Birth
* Phone
* Email
* Address, City, State, Zip
* Jain Center
* Dietary preferences (vegan, vegetarian, Jain)
* Any special needs?

Upload your files to a web server and provide a **link** to a **functioning demo** that we can test.

* *If you don’t have access to a web server, please email* [*elections@yja.org*](mailto:elections@yja.org) *and we can help you upload your finished product.*
* *If you have questions about this task or don’t know how to complete it, please email* [*elections@yja.org*](mailto:elections@yja.org) *and we are happy to speak with you!*

Along with your link, write a short (2-3 sentence) description of any significant design or structural choices you made in creating your program. If the Director of Events needed to be able to download data from form submissions, how would they do so?

**Submit your writeup with your link in one file (Word) and name the file “NAME - Tech 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.