**Application For YJA Executive Board**

 **Position: Regional Coordinator**

**Name:**

**Email:**

**City, State:**

**Phone Number:**

**Date of Birth, Age:**

**Times Available for Interviewing** (ex. Mon evenings)**:**

**Region (highlight one): MID-ATLANTIC MID-WEST NORTHEAST SOUTH SOUTHEAST WEST**

**Instructions**

1. **Regional Coordinator** 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 – [Region] RC 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 do you believe makes you most suited for the role of Regional Coordinator?
2. Has there ever been a time where you’ve struggled with completing a task to the best of your ability? How did you overcome the challenge and what did you learn?
3. What are some challenges you think your region faces? What solutions would you propose for those problems?
4. What specific goals do you have for your region for the upcoming year and how do you plan on achieving them?
5. As an RC, you will need to engage each age group within YJA: high schoolers (14-18), college students (18-22), and young working professionals or graduate students (22-29). How do you plan on making sure your events engage this spectrum of ages?
6. A major responsibility of a Regional Coordinator is coordinating and managing Local Representatives (LRs) across their entire region. Have you ever had to manage a group of people? How do you ensure they stay involved and engaged long-term, especially if some LRs become busy or disengaged over the course of the year?
7. In a perfect world with no financial, logistical, or geographical limitations, describe your “dream” event. Use this question as an opportunity to get creative and think big!
8. In your region, you will find a variety of cities and Jain communities, some large and well-established and some that are smaller. What outreach strategies would you implement to establish or maintain engagement between 1) YJA and the local youth and 2) YJA and the local sangh, in both types of Jain communities mentioned above?
9. 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 – Regional Coordinator**

**The primary duties of the Regional Coordinators shall include, but not be limited to:**

1. Being effective spokespersons for the Organization in their respective regions and establishing a network of local contacts in at least each major Jain Center within their respective region;
2. Acting as a liaison between the Local Representatives and the Executive Board;
3. Maintaining regular contact on a monthly basis with all Jain Center contacts, LRs, Youth Coordinators and/or Youth Committees, and working closely with the aforementioned people to offer youth support, promote youth involvement in community programs, source ideas for events, and source ideas in which YJA can participate in events;
4. Being the primary organizers, with their Local Representative teams, of a variety of events in their region (at least two (2) events per month, minimum) and at least one (1) regional retreat;
5. Summarizing the primary points of contact for the region (including LRs), and any status updates on initiating contact no later than one (1) month after the Summer Board Meeting;
6. Providing, on a regular basis, the Director of IT with website updates (e.g., new LRs, latest events, updated photos);
7. Actively maintaining their respective region’s Facebook group;
8. Submitting to the Director of Events, at the conclusion of an event, any photos for uploading, as per the Director’s established procedure;
9. Submitting, when requested by the Director of PR or Director of Publications, event recaps for Young Minds or the e-newsletter;
10. Forwarding ideas and concerns from their regions to the Executive Board; and
11. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

In addition to keeping up with Jain Centers and managing their team of Local Representatives, RCs are responsible for coordinating any region-wide initiatives that they choose to take on. The most well-known of these each year is the Regional Retreat! This is an opportunity for YJA members to get together for a weekend of sessions, fun activities, and more with other youth from their region. To learn more about retreats, you can [visit our website](https://yja.org/retreats) or watch these [videos from 2017 Retreats](https://www.youtube.com/playlist?list=PLkXpv68dQ_v5QnZEgxQcECZHjzhYYSeZu)!

**Task**

Create a draft schedule for a YJA retreat, beginning at 5:00 PM on a Friday and ending at 11:00 AM on a Sunday. Your schedule should have two columns, showing the time and corresponding activity – just give us an overview of what would be happening over the course of the weekend! Your schedule should include:

* Proposed Retreat location (State park? Cabin/campground? City? Something else?)
* Time for icebreakers – include games or icebreakers you would play
* At least 3 1-hr sessions – Jainism or discussion-based activities that are informative and engaging. Propose topics that you think attendees would be interested in!
* At least 3 activities – these can include games, scavenger hunts, outside activities, and more!
* Meals – 2 dinners, 1 lunch, and 2 breakfasts. Tell us what you would serve at each meal –get creative with your menu ideas!
* Fill any open time with anything else you think would be enjoyable and meaningful for attendees! Remember that time for sleeping, relaxing, and free time are all important, too.

**Submit your draft schedule (Word, PDF, or Excel) and name the file “NAME - RC 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.