# **Application for YJA Executive Board**

Position: Director of Education

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

## Instructions

1. Applications are due **Saturday, July 31st at 11:59 PM PST.**
	1. Complete this application, incl. the associated work product - help us get to know you!
	2. Check your eligibility for the position at [yja.org/elections](https://yja.org/elections).
	3. You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
2. Submit **all parts** of your application by using the *Submit Application* button at [yja.org/elections](http://yja.org/elections):
	1. Written application (Word Document), file name “NAME – Director of Education Application”
	2. Resume (PDF), file name “NAME – Resume”.
		1. 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!
	3. Work product - please see instructions in the application.

## Next Steps

1. If selected for an interview, we’ll contact you by **email** to schedule it anytime between when you submit your application and August 15. Please respond promptly! Interviews may take place on a rolling basis, so we HIGHLY encourage you to submit as soon as your application is completed!
2. 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 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, unless otherwise noted

1. Based on the position description below, what makes you most suited for the role of Director of Education? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. What is your background with Jainism, Jain communities, or Jain-related activities? (No more than 250 words)
3. What do you see as YJA’s biggest area of improvement, with respect to its educational programming and initiatives? What are some actionable steps you propose to remedy this problem?
4. YJA has taken steps (such as [YJA Pathshala](http://yja.org/pathshala), [Jainism 101](http://yja.org/jainism101), #FridayFacts, Jain Trivia Challenges, Swadhyay Group, [Paryushan activities](http://yja.org/paryushan), and more) to build powerful educational content on the YJA website and our social media platforms. How would you further build on and promote YJA’s existing online educational offerings? What ideas can you brainstorm that are new/different from what we do now? (No more than 250 words)
5. Beyond online initiatives, how can YJA continue to further its mission to “spread and promote Jain heritage and religion for and among Jain youth”?
6. YJA’s community (ages 14-29 across North America) is large and diverse. What are some specific ideas you have to reach and engage YJA members of different ages, interests, and levels of familiarity with Jainism?
7. Working on several projects at once is an integral part of being the Director of Education. As such, managing and motivating a large committee are incredibly important aspects of the role. How would you divide your projects among your committee, and how would you keep them engaged while making sure they meet your goals and deadlines?
8. Please list your other commitments for the 2021-2022 year.

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## Work Product

Please complete both Task A and Task B

### Background

The Director of Education helps incorporate Jain philosophy, practices, and principles into all aspects of what YJA does. This applies to in-person events, as well as ongoing social media and online channels. Some YJA members come to retreats, others use Instagram and Snapchat, and others read email newsletters – the Director of Education is responsible for creating educational content that is accessible by all members, regardless of their educational background.

### Task A

Two ways that we provide educational resources to our members are through [YJA Pathshala](https://yja.org/pathshala) and [Jainism 101](https://yja.org/jainism101) videos. The goal of YJA Pathshala is to provide Jain youth who lack access to a traditional Pathshala with self-guided online lessons on different Jain topics, ranging from philosophy to history to rituals and more. The goal of Jainism 101 is to build on prior videos and bring awareness to basic Jain concepts in both the Jain and non-Jain community.

In this task you will develop an outline for **either** a YJA Pathshala lesson **OR** a Jainism video. Please be sure to include/answer the following in no more than 1 page:

* Which topic would you choose to focus on? Why is this topic important to highlight?
* Provide a short outline of the lesson/video. What component(s) will you include in your lesson/video and why? How long will each component be and why?
* How would you PR the lesson/video to the YJA community as well as to other members of the project’s target audience?

### Task B

Choose a significant Jain philosophical tenet that you believe needs greater visibility among Jain youth today (be as specific and unique as possible). Using photos or graphics, explain this principle of Jainism across a maximum of 3 Story posts (for use on Snapchat/Instagram). If you don’t have Instagram or Snapchat to create the Story, you can provide three pictures instead.

Insert these Story posts as images into your Word document, and be sure to also include short captions for each that explain the Jain principle. Creativity is encouraged! You are being assessed on your ability to convey complex Jain concepts in a digestible way, not on your graphic-making skills.

**Submit your lesson/video outline (Task A) and images (Task B) in one file (Word) and name the file “NAME - Education Work Product”.**

If you have ***any***questions, difficulties, or confusion, **please don’t hesitate** to email us at elections@yja.org! We’re happy to help!

## Position Description

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

1. Initiating new projects and carrying out existing ones to increase Jain education within the membership by:
	1. Developing and releasing content, such as videos, handouts, and quizzes, for the Organization’s primary education platforms, such as YJA Pathshala;
	2. Crafting social media posts and e-newsletter segments surrounding Jain education and working with the Director of Public Relations to create graphics and media;
	3. Organizing educational webinars, Jaaps, and online sessions;
	4. Enlisting writers, reviewing materials, and writing articles for education-related segments of the Organization’s publications and those of other Jain organizations (YJUK, Jain Digest, etc.), in conjunction with the Director of Publications;
	5. Developing creative initiatives, including competitions and spotlights, to engage youth in Jain education; and
	6. Compiling other online Jain resources;
2. Highlighting major Jain holidays and tithis, such as Mahavir Janma Kalyanak, Paryushan, Das Lakshan, and Navpad Oli, by:
	1. Updating the YJA Jain Panchang for major Jain holidays and tithis;
	2. Providing educational resources related to each holiday; and
	3. Crafting social media posts and e-newsletter segments to feature upcoming holidays;
3. Helping Regional Coordinators develop educational sessions for events and retreats, reviewing relevant material to make sure it is accurate, and suggesting areas for improvement;
4. Working with the Director of Technology to update the Organization’s website with current educational materials and resources;
5. Communicating with outside parties and organizations relating to Jain education by working closely with the JAINA Director of Education, Sanghs, Pathshala teachers, interfaith organizations, youth groups, and other parties;
6. Heading up all educational aspects of the Organization’s projects and utilizing a Committee as needed to support these projects; and
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

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## Eligibility Requirements

1. Minimum age requirements:
	1. Are a minimum of eighteen (18) years of age (as of July 31, 2021); OR
	2. Are a minimum of sixteen (16) years of age (as of July 31, 2021) and have either:
		1. Served as a recognized Local Representative, Subcommittee, Project Team, or Convention Committee member with a letter of recommendation from a current Executive Board member; OR
		2. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
2. Maximum age requirements:
	1. Are not 30 years of age until after September 15, 2022.

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## FAQ 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 may ask you for 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 the 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 the 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 helps us 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, and work, 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: No need to rehash your resume in your application - use examples as appropriate, but make sure you’re actually answering the questions and helping us learn more about you!

**Q: Any other tips for application writing?**A: Stick to the word limits - less is more! Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.