# **Application for YJA Executive Board**

Position: Director of Events

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 Events 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

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## 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 Events? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. The Director of Events is in charge of six Regional Coordinators (RCs). One of your core responsibilities will be to make sure that the RCs are fulfilling their requirements and providing them all the necessary support to do so. At times, RCs may become overwhelmed or face communication gaps that can lead to inefficiencies and frustrations. Provide some examples of management techniques and strategies you would employ to overcome these challenges.
3. Managing six RCs means that you will consistently be coordinating across six distinct workflows. For example, all six regional retreats will be planned concurrently, but each will have very different challenges and problems to solve. How do you stay organized when you have a lot on your plate, while ensuring that all important goals and deadlines are still met? How would you leverage your RCs to accomplish these goals?
4. As Director of Events, you will have to be a cross-functional figure. This could involve managing retreat registration, creating graphics for event PR, budgeting, social media campaign coordinating, general event planning, etc. What kind of relevant experience do you have working on cross-functional teams or in a cross-functional role?
5. As Director of Events, you are responsible for developing and maintaining relations with a wide variety of Jain Centers, large and small. What outreach strategies would you implement to grow and consistently maintain relationships between YJA and local Jain Centers of all sizes and levels of familiarity with YJA?
6. How can we improve attendance at and general visibility of our events? How can we measure the success of these new strategies?
7. With the increased availability of COVID-19 vaccines and more-relaxed guidelines from the CDC, how would you approach the re-introduction of in-person events? Given that YJA’s virtual programming has been widely successful, how do you propose we continue to leverage virtual platforms and strike a balance between virtual and in-person events? (No more than 250 words).
8. Please list your other commitments for the 2021-2022 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!

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## Work Product

Please complete both Task A and Task B

### Task A

Develop an idea for a national, international, or interregional event or campaign. If you choose to do an event, it can be virtual or in-person. Create a timeline of the event, from the planning stages up to the execution. List any resources or board members you would involve in all steps of the event.

Some things to consider in your answer include:

* What would be the schedule for the event or campaign?
* What would be the planning timeline? How would you organize check-ins and track progress?
* How would you delegate responsibilities across board members and Local Representatives?
* How would you work to raise awareness among the community about this event or campaign? What social media and outreach methods would you employ?
* How would you factor in any of the various costs that may be associated with the event, and work to make the event affordable for attendees?
* How would you measure the success of the event or campaign?

Please limit your response for this task to 1 page.

Feel free to use Word, Excel, or any other platform you feel appropriate to document and create your outline. Please limit your response for this task to 1 page.

**Submit your draft planning document(s) (Word, Excel, PDF) and name the file(s) “NAME - Events Work Product Task A”.**

### Task B

The Director of Events oversees all emails sent to Regional Coordinators received from Jain Centers, members, and parents. Let’s say a new member in a region reached out wanting to get involved in YJA. Please write an email draft that you could send to them, including resources that would help them get involved.

**Submit your email draft (Word Doc) and name the file “NAME - Events Work Product Task B”.**

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

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## Position Description

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

1. Managing the activities of the six Regional Coordinators (“RCs”) by:
	1. Ensuring they are fulfilling their duties and goals;
	2. Holding weekly meetings with all RCs, as well as event-planning sessions when needed;
	3. Coordinating their efforts and connecting them with other board members as needed;
	4. Providing them with recommendations for improvement; and
	5. Acting as ad-hoc RC, if RC does not meet set expectations;
2. Developing and maintaining relations with local Sanghs and their leadership by:
	1. Providing updates on the Organization’s initiatives and events;
	2. Partnering to host events for Sangh’s youth; and
	3. Having a presence at Sangh’s major events and during Jain Holidays by setting up booths and delivering presentations that promote the Organization;
3. Initiating and coordinating local, regional, and national events with the RCs that promote the goals of the Organization and have a religious, social, educational and/or community service component, including but not limited to:
	1. National Dinners in the Fall;
	2. Clothing drives and other service events in the Winter;
	3. Retreats in the Winter or Spring;
	4. Pre-Convention meet-ups in Convention years;
	5. Retreats in the Summer; and
	6. Other in-person and virtual events;
4. Serving as a liaison between RCs and other board members in the event-planning process, for example by working with:
	1. Director of Education to develop educational sessions for retreats and to incorporate education into other events and initiatives;
	2. Director of Finance to develop budgets for each event and process registration and refunds for events;
	3. Director of Fundraising to maintain and foster relations with local Sanghs;
	4. Director of Publications to promote upcoming events and publish event highlights in newsletters, Young Minds, and the Organization’s other publications;
	5. Director of Public Relations to design event graphics, develop outreach strategy, and promote events on the Organization’s social media platforms; and
	6. Director of Technology to implement event-related website and mobile app requests;
5. Managing, guiding, and assisting each RC through the retreat planning process;
6. Coordinating events with other Jain organizations (i.e., YJP, JMP, YJUK, and YJS) and other philanthropic organizations;
7. Ensuring that Local Representatives are appointed in each Region;
8. Conducting event evaluations and collecting event metrics, as well as reviewing RC documentation to ensure that they are updated with lessons learned and other relevant materials; and
9. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

## 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.