# **Application for YJA Executive Board**

Position: Director of Publications

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

## Instructions

1. Applications are due **Friday, July 24th 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 Publications 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](mailto: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](mailto: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 Publications? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. 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 further connect with its readers?
3. You will be responsible for publishing issues of Young Minds on a regular basis. 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 have 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. How do you plan on gathering articles and columns for Young Minds, as well as for individual [Medium Blog](https://medium.com/@YoungJains) articles? Who would you approach? How will you reach out to different age groups? What characteristics/demographics would you look for when selecting potential writers?
5. This year, the Director of Publications revamped the [YJA Networking Database](http://yja.org/network) and introduced the [National Jain Restaurants Database](http://yja.org/restaurants). In line with the responsibility of providing published community resources to Jain youth, what other resources can YJA make available for its community members, and how would you go about introducing these resources? Alternatively, how can we improve our existing set of resources?
6. As a result of COVID-19, YJA has taken more efforts to provide engaging content online through [virtual sessions and webinars](https://yja.org/webinars). What are some ways we can improve our webinar content and make them more engaging, and how can we measure whether a webinar is successful?
7. Working on several projects at once is an integral part of being the Director of Publications. As such, managing a large subcommittee and keeping each member motivated are incredibly important tasks. How would you divide your projects amongst your subcommittee, and how would you keep each of them engaged while making sure to meet your goals and deadlines?
8. Please list your other commitments for the 2020-2021 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!

## Work Product

Choose between either Option A or Option B

### Option A

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.

Provide us a timeline for the release of your first Young Minds – you would be elected to the Board around September 15th, and you would look to release your first issue sometime in late November/early December. 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 15-22 – 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 response (Word or PDF) and name the file “NAME - Publications Work Product”.**

### Option B

Conducting webinars or online sessions is one way for YJA to combine Jain educational content and topics with real-life scenarios. These online sessions allow members from across the country, and guests from around the world, to hear from distinguished speakers and engage with one another online. Internally, the Director of Publications must also engage with the broader community to find speakers for interesting topics of discussion, work with other Board members to coordinate the planning and launch of the webinar, and assist guest speakers in developing their webinar content.

Come up with a creative webinar topic and provide a short (no more than 1 page) outline and schedule breakdown of the webinar. Remember that YJA’s audience spans ages 14-29 – is your topic meant to address a specific age group, or is it applicable to everyone? Explain your rationale. [See our YouTube for examples of recent webinars](https://www.youtube.com/playlist?list=PLkXpv68dQ_v4Kht6TCwJQ6syhHi-kcqKy) – choose a topic that has not been covered before! Also tell us:

* Is there a time of the year that is most appropriate for the webinar you’ve proposed?
* Are there any special speakers, activities, or platforms that you would leverage to make your webinar engaging?
* In addition, please provide a template of an email you would write to a potential speaker for your webinar.

**Submit your response (Word or PDF) and name the file “NAME - Publications Work Product”.**

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

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## Position Description

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

1. Designing, editing, and publishing recurring issues of the Young Minds magazine by:
   1. Enlisting writers, gathering content, and editing content (including, but not limited to, articles, recipes, stories, event recaps, photos, and poems)
   2. Learning and utilizing Adobe InDesign and other design and publishing software;
   3. Coordinating with the Director of Public Relations to curate content and promote each issue of Young Minds;
   4. Coordinating with the Director of Technology to publish each issue of Young Minds online and on the Organization’s website;
2. Enlisting writers, gathering content, and editing content (including, but not limited to, articles, recipes, stories, event recaps, photos, and poems) for the Organization’s Medium blog, which holds all the blog posts and articles from previous Young Minds magazines;
3. Submitting updates and content to Jain Digest and other known Jain publications;
4. Preparing, editing, and sending out the recurring e-newsletter by:
   1. Working with other board members to compile relevant information for the recurring e-newsletter;
   2. Using MailChimp to send the e-newsletter to the Organization’s members; and
   3. Working with the Director of Technology to update the Organization’s website with the e-newsletter archives;
5. Sending the weekly YJA update for the JAINA e-newsletter;
6. Managing and consistently updating all of the Organization’s collections and community resources, including, but not limited to:
   1. Past webinars, videos (in conjunction with the Director of Public Relations), and recordings;
   2. Past publications;
   3. Past e-newsletters; and
   4. Resources such as the Networking and Restaurants databases;
7. Utilizing a subcommittee as needed to support these initiatives; and
8. 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 24, 2020); OR
   2. Are a minimum of sixteen (16) years of age (as of July 24, 2020) 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, 2021.

## 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](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: 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.