# **Application for YJA Executive Board**

Position: Director of Project Development

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

## Instructions

1. Applications are due **Sunday, July 9th 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 Project Development Application”
   2. Resume (PDF), file name “NAME – Resume”.
      1. If you 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 July 28th. 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

## Application

Please keep all responses within 100 to 200 words, unless otherwise noted.

1. Why do you want to continue your involvement with YJA as the Director of Project Development this year? What makes you most suited for this position? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. Through your experience with the organization, what are some of YJA’s current high-level and discrete strengths and weaknesses? How do you see yourself building on those strengths and improving upon those weaknesses as the Director of Project Development? (No more than 200 to 300 words)
3. The Director of Project Development is responsible for coordinating and delegating tasks to the Executive Board members and can often face hurdles. For instance, Executive Board members may not do their work on time, others may not respond quickly, some may not produce quality work, and some might lose motivation at points throughout the year. How would you respond to such challenges? Feel free to cite personal examples in which you faced similar experiences.
4. YJA’s Project Teams are a collaboration between the YJA Executive Board and general members from the community serving as Project Leads on various long-lasting initiatives, such as [Jains in Action](http://yja.org/jia) and [College Chapters](https://www.yja.org/colleges). **How can we improve Project Teams in a way that is scalable, sustainable, and aligned to their overall objectives**? For context, some current difficulties facing Project Teams include coordinating initiatives with the Executive Board, maintaining high engagement, and upholding consistent procedures and quality across all content. (No more than 200 to 300 words)
5. The Director of Project Development is responsible for organizing and conducting Weekly Director Calls and regular Project Lead Calls. Additionally, they are in charge of keeping track of details for board-wide initiatives and Project Team projects. Please provide an example of a time you were in charge of a club, organization, project, etc., and how you organized your approach, delegated tasks, and made decisions while balancing competing responsibilities to meet your goals and deadlines.
6. A big part of this role is focusing on the long-term sustainability and scalability of YJA as an organization. Impactful improvements that have come to fruition are transition documents for projects, centralized repositories of internal knowledge, and the YJA Operating Manual. What ideas do you have that can improve the sustainability of YJA as a whole from an operational standpoint? Additionally, how would you measure your progress on those improvements throughout the year? (No more than 200 to 300 words)
7. Sometimes, you will encounter disagreements with your approach on a decision, but you will still have to meet a deadline in order to make a decision. What steps would you take to resolve the disagreements quickly and meet that deadline? What do you prioritize when trying to resolve the differing views you and the people you are working with have?
8. Please list your other commitments for the 2023-2024 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. Additionally, if you have a design portfolio online, please share the link here! Your application will not be negatively affected if you do not answer!

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## References

Please list all past Executive Board/Convention Co-Chair(s), Director of Project Development(s), and Director of Event(s) you have worked with during your time in YJA. We may reach out to them to learn more about your professional working experiences within YJA:

***Role Example***

*Year: 1990-1991*

*Executive Board or Convention Committee Position: West Regional Coordinator / Social Programming*

*Executive Board Co-Chairs: Rubin Lane, Naina Patel*

*Convention Co-Chairs (if applicable): Malika Shah, Zain Shah  
Director of Project Development: Sonali Singh*

*Director of Events: Nitesh Lonawala*

**Role 1**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):  
Director of Project Development:

Director of Events:

**Role 2 (if applicable)**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):  
Director of Project Development:

Director of Events:

**Role 3 (if applicable)**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):  
Director of Project Development:

Director of Events:

## 

## Work Product

Choose between either Option A or Option B

### Background

One responsibility of the Director of Project Development is to maintain, grow, and support the creation of projects that further YJA’s mission. In order to accomplish this goal, the Director of Project Development is responsible for helping create structures that allow board members to plan out projects, keep track of deadlines, and think through new ideas before they get started working on them.

### Task

Propose a new project/initiative that you would like to see YJA undertake [OPTION A] **OR** pick an existing YJA project/initiative to improve [OPTION B].

### Option A

If you are proposing a new project/initiative, outline (in no more than 1 page) what would go into that project plan to launch the idea. There is no one way to create this plan, but you can consider the following questions:

* Identify the core objectives of the project and how they align with YJA’s mission and goals. How are these objectives not fulfilled through YJA’s current projects and initiatives?
* What is the timeframe that you would work on the project? What is the frequency of deliverables, releases, or updates for the project?
* What steps would you go through from having the idea to launching the initiative and making it a reality? Would you test the program in any way before launching it full scale, and if so, how?
* What deadlines or milestones would you want to meet along the way?
* If applicable, how would you delegate responsibilities and create timelines for different board members to coordinate the final deliverable?
* What metrics would you use to measure the success of the project?

### Option B

If you are choosing an existing YJA project/initiative to improve, outline (in no more than 1 page) the key issues with the project/initiative in its current state, the changes you would propose to help revamp and improve the project/initiative, and the plan you would follow to implement those changes. There is no one way to create this plan, but you can consider the following questions:

* What are the root problems with the project/initiative as it stands today?
* What is the timeframe that you would work on implementing these changes? What is the ideal frequency of deliverables, releases, or updates?
* What steps would you go through from having the idea for improvements to implementing the changes? Evaluate how your proposed improvements will remedy the current issues with the project.
* What deadlines or milestones would you want to meet along the way?
* If applicable, how would you delegate responsibilities and create timelines for different board members to coordinate the changes?
* What metrics would indicate that your changes have successfully improved the project?

Examples of existing projects/initiatives can be found on the [YJA website](http://yja.org) and social media, and include: [YJA Pathshala](http://yja.org/pathshala), [Jainism 101](http://yja.org/jainism101), [Young Minds](http://yja.org/youngminds), [Younger Minds](http://yja.org/youngerminds), [Medium Articles](https://medium.com/@YoungJains), [Humans of YJA](https://youngminds.yja.org/humans/home), [Networking Database](http://yja.org/network), [Restaurants Page](http://yja.org/restaurants), [Recipes Page](http://yja.org/recipes), [Jain Calendar](http://yja.org/jaincalendar), [Jains in Action](http://yja.org/jia), [College Chapters](http://yja.org/colleges), and YJA Seva.

**Submit your project plan (Word or PDF) for Option A or Option B and name the file “NAME – Project Development 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 Project Development shall include, but not be limited to:**

1. Initiating and coordinating new and developing projects that have a religious, social, educational and/or community service component, by:
   1. Developing a high-level strategy for the project;
   2. Delegating project responsibilities to the appropriate board members, teams, or Committee members, or motioning to create a new Committee when necessary;
   3. Conducting regular project check-ins and tracking progress towards the initial release(s) or completion;
   4. Reviewing materials and coordinating the release of all deliverables by working with the appropriate parties; and
   5. Tracking and documenting all processes, templates, and resources used to ensure the long-term sustainability of the project;
2. Assisting Co-Chairs in the management of Directors by:
   1. Ensuring they are fulfilling their duties and goals;
   2. Holding regular sync-up calls and strategy sessions;
   3. Coordinating their efforts; and
   4. Providing them with recommendations for improvement;
3. Managing and coordinating all Project Teams by:
   1. Ensuring that they are fulfilling their duties and goals;
   2. Conducting monthly check-ins and strategy sessions;
   3. Connecting them with the Executive Board as needed; and
   4. Providing them with recommendations for improvement;
4. Collaborating with outside parties that could assist in developing projects, including, but not limited to:
   1. JAINA EC, Directors, and Committees;
   2. JAINA’s Long-Range Planning Committee; and
   3. Philanthropic organizations whose missions align with that of the Organization;
5. Ensuring long-term sustainability of the Organizations’ initiatives by managing project workflow and conducting meticulous updates and documentation of the YJA Operating Manual;
6. Assisting the Co-Chairs with the Organization’s operations, when requested, including by:
   1. Setting up board infrastructure and managing the Google Admin Suite;
   2. Conducting Organization-wide maintenance and upkeep;
   3. Researching and approving flights for board members and committee members to attend Board Meetings;
   4. Assisting with the formation and marketing of the Convention bid packet;
   5. Assuming responsibilities that are unable to be fulfilled by other Directors; and
   6. Providing the Co-Chairs with recommendations;
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

## Eligibility Requirements

1. Are on the then current Executive Board; OR
2. Have served one prior full term on the Executive Board; OR
3. Have served as a recognized Local Representative, Subcommittee, Project Team, or Convention Committee member with a letter of recommendation from a current Executive Board member.

Additionally, to be eligible to run you must not turn 30 years of age until after September 15, 2024.

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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](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.