# **Application for YJA Executive Board**

Position: Director of Technology

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 Technology 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!*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (sign or type your name) Date

## Application

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

1. Based on the position description below, what makes you most suited for the role of Director of Technology? What are some of your strengths and weaknesses and how would you apply them to this role?
2. Do you have any experience working with web and/or mobile development platforms, languages, and tools? If so, please elaborate on these experience(s). Please also note programming languages you are proficient in and any experience with cloud platforms (like AWS) and RDS (Relational Database Service).
3. A frequently occurring task of the Director of Technology is to update the YJA website to reflect new projects and events. Currently, Board Members will reach out to you over message to ask for updates. What system of accepting and implementing these updates would you use? How can you leverage technology to simplify the process of making these constant updates?
4. The YJA Mobile Application aims to deliver the latest content to members. How can we improve this app to better serve our community, and how would you utilize a committee to implement these features? Further, how would you enable a smooth integration process as multiple committee members will work on the app at once. (No more than 200 to 300 words)
5. Explain one project that you would like to take on related to YJA’s technology infrastructure or use of technology and why. For your reference, YJA currently uses the following technology platforms: AWS Lambda, RDS, EC2, Cloudflare, Lavarel, React Native, and Expo. Your response can discuss any of these and/or any new technologies.
6. Executive Board members sometimes perform in roles beyond the scope of their position. For example, Executive Board members also help the Regional Coordinator from their region with the planning of their Regional Retreat. What strengths would you bring to the board that assist YJA’s goals besides those related to technology?
7. 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. Your application will not be negatively affected if you do not answer!

## Work Product

### Background

The Director of Technology may be called upon to create something to assist another Board member with a particular project or initiative. When building a feature like this, it’s important to keep in mind why you’re being asked for it (What purpose is it serving? What might it be used for in the future?) and how to build it so a future Director of Technology would be able to use it or make changes to it easily.

### Task

Create a registration form for YJA events. Design and code the front-end user interface for the form. Also write code to store the information from the form in an appropriate location (i.e., a database, a table, or a file). You can use any language that you are comfortable with. Please make sure to use best practices in documenting your code. The form should ask a user for their:

* Name
* Date of Birth
* Phone
* Email
* Address, City, State, Zip
* Jain Center
* Dietary preferences (vegan, vegetarian, Jain)
* Any special needs?

Upload your files to a web server and provide a **link** to a **functioning demo** that we can test.

* If you don’t have access to a web server, please make a free account on AWS, Google Cloud, Digital Ocean, etc. If you require further assistance, please email us at [elections@yja.org](mailto:elections@yja.org) and we can help you upload your finished product.
* If you have questions about this task or don’t know how to complete it, please email [elections@yja.org](mailto:elections@yja.org) and we are happy to speak with you!

Along with your link, write a short (2-3 sentence) description of any significant design or structural choices you made in creating your program. If the Director of Events needed to be able to download data from form submissions, how would they do so?

**Submit your writeup with your link in one file (Word) and name the file “NAME - Tech 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!

## Position Description

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

1. Maintaining yja.org and all its functions, including but not limited to updating website content and improving/re-designing areas as needed;
2. Improving and maintaining the Organization’s backend infrastructure to help other Board members increase productivity and efficiency;
3. Helping other Board members utilize new technology platforms that improve the Organization’s work and reach to membership;
4. Actively exploring new tools, platforms, and methods related to technology that would help the Organization;
5. Maintaining the overall health of the Organization’s technology infrastructure by:
   1. Overseeing infrastructure and keeping it updated;
   2. Ensuring renewal of all domain names; and
   3. Maintaining the security of all databases, admin resources, and other sensitive information;
6. Consistently and accurately updating all pages of the website as requested by other board members. Examples of this include:
   1. Working with the Regional Coordinators and Director of Events to update all region subpages and event pages;
   2. Working with the Director of Education to update all education-related pages;
   3. Working with the Director of Publications to update all publications-related pages and archive all past newsletters; and
   4. Working with the Co-Chairs and Director of Public Relations to update all Organization-wide announcements and banners;
   5. Working with Director of Finance and Director of Fundraising to gather donations or event registrations using technological products
7. Working with the YJA Technology Committee to regularly maintain and update the application;
8. Heading up all technology aspects of projects being undertaken and utilizing a committee/project team as needed; 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, 2023); OR
   2. Are a minimum of sixteen (16) years of age (as of July 31, 2023) 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, 2024.

## 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.