# **Application for YJA Executive Board**

Position: Regional Coordinator

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

Region (highlight one): *MID-ATLANTIC MIDWEST NORTHEAST SOUTH SOUTHEAST WEST*

## Instructions

1. Applications are due **Sunday, July 16th 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 – [Region] RC 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 August 2nd. 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. Based on the position description below, what do you believe makes you most suited for the role of Regional Coordinator (RC)? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. Please describe a time when you had to work with a team to complete a task or project? How did it go? What role did you play? What lessons from this experience would you apply to the role of Regional Coordinator?
3. What are some challenges you think your Region faces? What solutions would you propose for those problems? (No more than 200 to 300 words)
4. What specific goals do you have for your Region for the upcoming year and how do you plan on achieving them?
5. A major responsibility of an RC is coordinating and managing Local Representatives (LRs) across your entire Region. What experiences have you had when managing a group of people that would help you perform in this role? How would you leverage your LRs to plan and execute events? How would you ensure LRs stay involved and engaged long-term, especially if some LRs become busy or disengaged over the course of the year? (No more than 200 to 300 words)
6. In your Region, you will find a variety of Jain Centers/Sanghs of all different sizes. How would you establish or maintain engagement between YJA and the local Jain Centers/Sanghs?
7. As an RC, you will need to engage each age group within YJA: high schoolers (14-18), college students (18-22), and young working professionals or graduate students (22-29). How do you plan on making sure your events engage this spectrum of ages?
8. After the COVID-19 pandemic, YJA has begun to host more virtual programming. As we continue to find a balance between in-person and virtual programming, what are some new ideas you have to engage youth in your region virtually? What impact do you see in hosting virtual events?
9. 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

In addition to keeping up with Jain Centers and managing their team of Local Representatives, RCs are responsible for coordinating any region-wide initiatives that they choose to take on. The most well-known of these each year is the Regional Retreat. This is an opportunity for YJA members to get together for a weekend of sessions, fun activities, and more with other youth from their region. To learn more about retreats, you can [visit our website](https://yja.org/events#retreat) or watch these [videos from 2017 Retreats](https://www.youtube.com/playlist?list=PLkXpv68dQ_v5QnZEgxQcECZHjzhYYSeZu)!

### Task

A minute-by-minute schedule is a list of the activities in the event program and the tasks necessary to execute them. This helps the team plan out the details of the event, when to start preparing for activities, who’s in charge of what, and ensure a smooth flow day-of-the-event.

For this task, please create a minute-by-minute schedule for a YJA retreat, beginning at 12:00 PM on a Friday and ending at 12:00 PM on a Sunday. Your minute-by-minute should have three columns, showing the time,corresponding activity, and any details regarding the activity (what needs to be done, who is doing it, when it has to happen, etc.). Your work product should include:

* Proposed Retreat location: State Park? Cabin/campground? City? Something else?
* Time for icebreakers: Include games or icebreakers you would play.
* At least 3 1-hr informative sessions: Jainism or discussion-based activities that are informative and engaging. Propose topics that you think attendees would be interested in.
* At least 3 social activities: these can include games, scavenger hunts, outside activities, and more!
* Meals: 2 dinners, 1 lunch, and 2 breakfasts. Tell us what you would serve at each meal - get creative with your menu ideas!
* Details of set-up, breakdown, and/or cleanup.

Fill any open time with anything else you think would be enjoyable and meaningful for attendees! Remember that time for sleeping, relaxing, and free time are all important, too.

An example of a minute-by-minute schedule for only Friday can be found [here](https://docs.google.com/spreadsheets/d/1EGGfM1cVYCP7H4MSctQcndsxT0IJYqRvjKBLQ75xXJw/edit?usp=sharing).

**Submit your minute-by-minute schedule (Word, PDF, or Excel) and name the file “NAME - RC 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 Regional Coordinators shall include, but not be limited to:**

1. Being effective spokespersons for the Organization and serving as the primary point of contact for all members in their respective regions by:
   1. Reaching out to new members in the region and connecting them with existing members;
   2. Acting as the liaison between members of the region and the Executive Board to communicate current events and initiatives; and
   3. Forwarding ideas and concerns from members of the region to the Executive Board;
2. Managing and engaging a team of Local Representatives (“LRs”) by:
   1. Selecting LRs and confirming their interest in supporting YJA;
   2. Informing the team of LRs of their duties, goals, and responsibilities;
   3. Conducting regular meetings with LRs;
   4. Acting as the liaison between LRs and the Executive Board to communicate current events and initiatives;
   5. Ensuring they are meeting their goals and responsibilities;
   6. Completing an LR’s tasks in the event they become unresponsive; and
   7. Overseeing projects initiated by LRs;
3. Being the primary organizers, with their Local Representative teams, of local and regional events that promote the goals of the Organization and have a religious, social, educational and/or community service component. Guidelines include:
   1. Hosting consistent local events throughout the region and at least one (1) regional retreat; and
   2. Following the event-planning process consisting of:
      1. Coordinating the details of the event with the LRs and POCs;
      2. Promoting the event to members of the Region on social media, on the Organization’s website (including the respective region’s webpage), and through other forms of outreach;
      3. Ensuring that the event is successfully held and executed;
      4. Submitting, at the conclusion of an event, event feedback and photos to the Director of Events and Director of Public Relations respectively; and
      5. Submitting, when requested by the Director of Public Relations or Director of Publications, event photos and recaps for Young Minds, the newsletter, and other social media outlets and publications;
4. Developing and maintaining relations with local Sanghs, local youth groups, and their leadership by:
   1. Maintaining and establishing contact with leaders at local Sanghs and their youth groups (or active youth at the local Sangh) and meeting with them in person (if possible);
   2. Providing them with regular updates and asking them to support and promote the Organization’s events and initiatives;
   3. Maintaining regular contact and working closely with the local youth groups and/or Sangh leadership by co-hosting events, promoting youth involvement in community programs, and sourcing ideas for events in which the Organization can participate in or host; and
   4. Promoting and encouraging local youth to attend the local Sangh’s events, including major holidays such as Diwali, Mahavir Janma Kalyanak, and Paryushan/Das Lakshan;
5. Managing their respective region’s social media accounts, including its Facebook group, Instagram page, and regional and city GroupMes, as well as the regional webpage by:
   1. Posting updates, photos, and messages;
   2. Adding and following new appropriate members;
   3. Replying to inquiries;
   4. Removing spam, inappropriate or junk posts, and banning members who are spamming or posting inappropriate items; and
   5. Providing, on a regular basis, the Director of Technology with website updates (e.g., new LRs, latest events, updated photos);
      1. For more information, please read the Social Media How-to Manual.
         1. NOTE: If you are unsure about removing a post, confer with the Director of Events and/or Co-Chairs;
6. 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.