



Young Jains of America

Federation of Jain Associations in North America

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:
 - a. Overseeing infrastructure and keeping it updated;
 - b. Ensuring renewal of all domain names; and
 - c. 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:
 - a. Working with the Regional Coordinators and Director of Events to update all region subpages and event pages;
 - b. Working with the Director of Education to update all education-related pages;
 - c. Working with the Director of Community Relations to update all relevant pages and archive all past newsletters; and
 - d. Working with the Co-Chairs and Director of Marketing to update all Organization-wide announcements and banners;
 - e. Working with Director of Finance and Director of Fundraising to gather donations or event registrations using technological products; and
7. Maintaining and updating the YJA mobile 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.



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Eligibility Requirements

1. Minimum age requirements:
 - a. Are a minimum of eighteen (18) years of age (as of July 31, 2026); OR
 - b. Are a minimum of sixteen (16) years of age (as of July 31, 2026) and have either:
 - i. 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
 - ii. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
2. Maximum age requirements:
 - a. Are not 30 years of age until after September 15, 2027.