



Young Jains of America

Federation of Jain Associations in North America

Position Description

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

1. Managing the activities of the six Regional Coordinators ("RCs") by:
 - a. Ensuring they are fulfilling their duties and goals in adherence with timelines;
 - b. Holding weekly meetings with all RCs, as well as event-planning sessions when needed;
 - c. Coordinating their efforts and connecting them with other board members as needed;
 - d. Assisting RCs in solving logistical challenges;
 - e. Encouraging creative and novel approaches to increasing and maintaining engagement;
 - f. Supporting RCs in aligning events with timelines, budgets, and intended impact;
 - g. Providing them with recommendations for improvement;
2. Developing and maintaining relations with local Sanghs and their leadership by:
 - a. Providing updates on the Organization's initiatives and events;
 - b. Partnering to host events for Sangh's youth; and
 - c. Having a presence at Sangh's major events and during Jain Holidays by setting up booths and delivering presentations that promote the Organization;
3. Initiating and coordinating local, regional, and national events with the RCs that promote the goals of the Organization and have a religious, social, educational and/or community service component, including but not limited to:
 - a. National Dinners in the Fall;
 - b. Clothing drives and other service events in the Winter;
 - c. Retreats in the Winter or Spring;
 - d. Pre-Convention meet-ups in Convention years;
 - e. Retreats in the Summer; and
 - f. Other in-person and virtual events;
4. Serving as a liaison between RCs and other board members in the event-planning process, for example, by working with:
 - a. Director of Education to develop educational sessions for retreats and to incorporate education into other events and initiatives;
 - b. Director of Finance to develop budgets for each event and process registration and refunds for events;
 - c. Director of Community Relations to promote upcoming events and publish event highlights in newsletters and the Organization's other community platforms, while also fostering relationships of our local sanghs;
 - d. Director of Marketing to design event graphics, develop outreach strategy, and promote events on the Organization's social media platforms; and
 - e. Director of Technology to implement event-related website and mobile app requests;
 - f. Director of Operations to optimize event planning protocol and develop sustainable event processes;
 - g. Director of Project Development;
5. Managing, guiding, and assisting each RC through the retreat planning process;



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6. Ensuring that Local Representatives are appointed in each Region;
7. Conducting event evaluations and collecting event metrics, as well as reviewing RC documentation, to ensure that they are updated with lessons learned and other relevant materials;
8. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

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.