



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Application for YJA Executive Board

Position: Director of Community Relations

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Instructions

- Applications are due **Friday, July 31st at 11:59 PM PT.**
 - Complete this application, incl. the associated work product - help us get to know you!
 - Check your eligibility for the position at yja.org/elections.
 - You can apply to more than one position. For a list of positions and their descriptions, see yja.org/elections.
- Submit **all parts** of your application by using the *Submit Application* button at yja.org/elections:
 - Written application (Word Document), file name "NAME – Director of Community Relations Application"
 - Resume (PDF), file name "NAME – Resume".
 - If you do not currently have a resume, please email elections@yja.org for instructions on what to submit instead!
 - Work product - please see instructions in the application.

Next Steps

- If selected for an interview, we'll contact you by **email** to schedule it after you submit your application. 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!
- If you have **any** questions or concerns along the way, please don't hesitate to email us at 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



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Application

Please keep all responses within 150 to 200 words, unless otherwise noted.

1. Why are you interested in the Director of Community Relations role, and how do you see it aligning with your personal values and strengths?
2. Describe a time when you proactively built or deepened a relationship between yourself or your organization and a community member or external partner. What strategies did you use to identify the opportunity, build the relationship, and sustain the partnership over time? What would you do differently in retrospect?
3. The roles and responsibilities of Director of Community Relations can involve design work, graphic making, video editing, and content creation. Describe any prior experience in these areas. Additionally, YJA's goal is to deepen connections across the Jain community through meaningful and accessible content. What is one piece of content (e.g. story, video, article, campaign, etc.) you'd love to help YJA publish this year? Walk us through your idea, what it would take to make it happen, and how it would resonate with our audience. (200-300 words)
4. Tell us about a project where you had to take initiative from start to finish. What inspired it, how did you bring others in, and how did you ensure follow-through?
5. One of the Organization's primary forms of communication with members is via an email newsletter, which is shared with the general YJA audience. Let's say the board wants to roll out a special newsletter meant specifically for YJA alumni. How would you go about determining what kind of content to include, the cadence at which you share it, and how to measure success?
6. As Director of Community Relations, one of your responsibilities is to help build relationships with Sanghs across the country. Say, for example, you inherit a spreadsheet of 50+ Sanghs with outdated contact information. Some Sanghs have responsive leaders, while others do not and are out of touch with YJA. Throughout the year, multiple YJA board members, including Regional Coordinators, Fundraising, Chairs, and yourself, may need to communicate with these same Sanghs for different purposes. How would you create a system to coordinate communication between YJA and local Sanghs? How would you ensure these relationships remain strong over time? Feel free to address potential challenges, opportunities, and any tools or processes you would implement here.
7. Imagine that a long-time external stakeholder is unhappy with their partnership with YJA and feels they have not received enough value from us to continue supporting us. How would

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you approach that conversation, and what concrete steps would you take to rebuild trust and get this partnership back on track?

8. Please list your other commitments for the 2026-2027 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!

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Work Product

Please complete both Task A and Task B

Background

As Director of Community Relations, you'll be responsible for helping board members track, strengthen, and grow YJA's relationships — with sanghs, past board members, donors, and partner orgs — while also shaping how YJA shows up publicly through content and campaigns.

Your role bridges both: relationship-building and relationship-showcasing. You'll need to stay organized, support follow-through across the board, and turn meaningful connections into youth-facing content that reflects YJA's values and community.

Task A

Design a lightweight but effective board-wide relationship engagement strategy. In your response, please include:

- A proposed system or process to help board members track, maintain, and grow their key relationships over the year (e.g., local sanghs, past chairs, external organizations)
- How you would ensure follow-through on relationship management and accountability across the board without micromanaging
- What tools, templates, or touchpoints you'd build to make this easy for others to use
- 2-3 ways you'd measure success or impact (quantitative and/or qualitative) for yourself or for the organization

This doesn't need to be a polished proposal — we're looking for your ideas, structure, and approach. You may use visuals, tables, templates, or a written outline.

Task B

You've just been elected to the Board in September. By November, you want to launch your first Community Spotlight Campaign - a piece of content (e.g., newsletter section, an article on [Medium](#), social media thread, podcast episode, Reflect "Ask me Anything", etc.) that highlights a stakeholder YJA hasn't spotlighted before (e.g., a lesser-known sangh, a past YJA Convention speaker, a first-time donor, a YJA alum, Jain community affiliates, etc.).

Your goal is to build a new relationship while creating content that feels meaningful to both the featured stakeholder and the broader Jain youth community. Create a high-level 2-month roadmap that answers the following:

- Who would you feature in your first spotlight campaign, and why?

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- What format would you choose for the spotlight (e.g., newsletter, podcast, social media post) and why? Be as specific as possible - including the platform, content, and key elements you'd feature.
- What are the key steps you'd take from outreach to release (include rough dates)?
- What would success look like for this initiative?
- How would you track and maintain this relationship after the campaign?

Submit Task A and Task B in one file (2 pages or less, Word or PDF) and name the file "NAME - Community Relations Work Product".

If you have any questions, difficulties, or confusion, **please don't hesitate** to email us at elections@yja.org! We're happy to help!

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Position Description

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

1. Amplifying community contributions, partnerships, and internal initiatives across YJA channels by:
 - a. Identifying and initiating opportunities for collaboration with Jain organizations (e.g., YJUK, YJ Singapore, YJ Nairobi, etc.), nonprofits, and other institutions aligned with YJA's values (e.g. Arihanta Institute, Luvn Arms);
 - b. Leveraging multiple platforms (social media, newsletters, Reddit, Medium, etc.) to share stories, spotlights, and community driven content;
 - c. Working with other board members to compile relevant updates, and preparing and sending the YJA newsletter using MailerLite or an similar email marketing service;
 - d. Creating the annual report;
2. Facilitating community-driven engagement by:
 - a. Creating accessible ways for Jain youth to share ideas and contribute content along with guiding them in refining their submissions and selecting the right format or platform;
 - b. Cultivating YJA Reflect, the Organization's online discussion space, by managing access, moderating the platform, and driving engagement to spark dialogue and build community;
 - c. Collaborating with the Director of Marketing to share content broadly and meaningfully;
3. Creating and maintaining a centralized system to track YJA's external relationships, including partners, organizations, and key contacts;
4. Ensuring that all Executive Board members regularly engage with and update their respective relationships, while offering support and accountability in maintaining these relationships.
5. Utilizing a Committee as needed to support these initiatives; and
6. Fulfilling all individual responsibilities as outlined 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
 - a. Are a minimum of sixteen (16) years of age (as of July 31, 2026) and have either:
 - . 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
 - i. 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.

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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 to Pathshala or don't live near a Jain community, temple, or sangh?

A: That's completely okay! There is no required level of Jain knowledge or involvement to serve on the Executive Board. Whether you grew up attending Pathshala every week, just started learning about Jainism recently, live in a large Jain community, or come from a town with no temple at all, we welcome your perspective. In fact, having board members from a variety of backgrounds and experiences helps us better represent Jain youth across North America. If you're enthusiastic, hard-working, and excited about helping connect and support Jain youth, we encourage you to apply.

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, and college. 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! 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, and aim for quality over quantity. Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.

Q: What does the time commitment for the Executive Board look like?

A: Time commitments vary depending on the position. Roles such as Co-Chairs, Director of Events,

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Director of Operations, and Director of Project Development generally require the greatest time commitment, averaging approximately 8–10 hours per week, though this may increase during particularly busy times of the year. Regional Coordinators and most other Director positions typically require 4–6 hours per week on average. During peak periods—such as retreat planning, major events, and program launches—this commitment may increase to approximately 10–15 hours per week. For more questions about these peak periods and time commitment, please feel free to reach out to elections@yja.org.

Q: I've seen that Executive Board members travel for in-person meetings. What does this entail and are there costs involved?

A: Board members typically travel at least 3 times per year. The exact timing and location of these meetings will be determined by the acting Executive Board. These gatherings are focused on planning, brainstorming, and executing the Board's goals, initiatives, and overall vision for the term. Board members are expected to cover a portion of their travel expenses, and the remainder will be subsidized by YJA. If this is a concern, your Executive Board Co-Chairs will work with you to make accommodations.

Q: Who do I contact with questions?

A: For any questions about eligibility, the application process, interviews, or timeline—reach out to the Elections Committee at elections@yja.org.

Q: What will the interview process be like?

A: If you are selected for an interview, you will be scheduled for a Zoom video interview ranging from 30 minutes to 1 hour. The interview will be transcribed and recorded for review as your application is evaluated. All recordings and transcripts will be deleted post-election cycle.

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