



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 Technology

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 Technology 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 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. How can you leverage technology to simplify the process of making these constant updates?
4. The YJA Mobile App is meant to deliver content and updates to our community, but currently faces technical debt and maintenance challenges. How would you approach making the app more sustainable and reliable long-term? What steps would you take to improve development workflows, and how would you structure and guide a committee to collaborate effectively on features, fixes, and testing? (No more than 200 to 300 words)
5. Can you describe a project where you collaborated with a team to design or improve a technical solution? How did you gather requirements, implement changes, and process feedback in the development process? What would you change about your approach in retrospect?
6. 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: Supabase, Vercel, React, Expo. . Your response can discuss any of these and/or any new technologies.
7. What is something you are most proud of building? This could be a website, application, automation, technical system, or process. Tell us about the problem you were solving, your role in bringing it to life, and the impact it had.
8. Please list your other commitments for the 2026-2027 year.

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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

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 mini-CRM system. Design and code a front end page that displays a few of YJA's latest content (feel free to visit yja.org/community or yja.org/education to find content). Further, design a tool that allows a user to create a new "post". This tool should accept:

- A link to the content
- Title of content
- A description
- *Bonus points: the ability to upload an image*

The tool should also let you delete a post. Use both of the linked pages to see how we currently display "posts" on our website in case you are in need of some inspiration!

Your end product should be a website with two pages: one to view content and one to modify content.

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 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 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! We're happy to help!

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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.

Eligibility Requirements

3. 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

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- ii. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
- 4. 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.

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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, 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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