



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 Events

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Instructions

- Applications are due **Tuesday, July 15th at 11:59 PM PST**.
 - 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 Events 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 anytime between when you submit your application and July 30th. 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. Tell us a story that shows why you're the right fit for Director of Events. Think of a moment when you were planning something for others and things didn't go as expected—maybe you led, failed, adapted, or had to pivot quickly. What happened, how did you respond, and what did the experience teach you about your leadership style?
2. You're responsible for guiding six Regional Coordinators—each with different personalities, motivations, and bandwidth. Share a moment when you had to manage or support someone whose approach clashed with yours. How did you get through it, and what would you try differently next time?
3. Picture the upcoming YJA year. What kinds of events do you think our community *needs*—not just the ones we already do? Choose one or two that excite you and walk us through your vision: when would they happen, what makes them unique, and what obstacles would you anticipate? Consider any cross-collaboration and blockers that may be involved when discussing the timeline.
4. Managing six RCs means that you will consistently be coordinating six distinct workflows. For example, all six regional retreats will be planned concurrently, but each will have very different challenges and problems to solve. How do you personally stay grounded and organized when managing a lot at once? Describe the tools, strategies, or rituals that actually work for you—and how you'd guide RCs through their own workflows under pressure.
5. As Director of Events, you will have to be a cross-functional figure. This could involve managing retreat registration, creating graphics for event PR, budgeting, social media campaign coordinating, general event planning, etc. Share a time when you worked across teams or in a cross-functional role to pull something off. What role did you play, and what helped you balance the moving parts?
6. Jain Sanghs may feel disconnected from YJA at times—citing a lack of communication, limited awareness of our events, and a sense that we reach out only when we need something. How would you approach building Sangh engagement at a high-level, and how would you help your RCs create more mutual, consistent connections with their local Sanghs and help them prioritize these efforts throughout the year?
7. Think back to a Jain or YJA event you attended that had either a low turnout or felt especially meaningful. What do you think made the difference? Based on that, what would you try this year to boost attendance and impact at smaller in-person events? How would you tell if your approach is working?

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8. Please list your other commitments for the 2025-2026 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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References

Please list all past Executive Board/Convention Co-Chair(s), Director of Project Development(s), and Director of Event(s) you have worked with during your time in YJA. We may reach out to them to learn more about your professional working experiences within YJA:

Role 1

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

Role 2 (if applicable)

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

Role 3 (if applicable)

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

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Work Product

Task

You have been awarded a \$10,000 grant to engage YJA members with Jain sanghs across North America. Develop a high-level framework and timeline for a national, international, or interregional event or campaign you would implement with this grant. If you choose to do an event, it can be virtual or in-person. Create a timeline of the event, from the planning stages up to the execution. List any resources or board members you would involve in all steps of the event.

Some things to consider in your answer include:

- What would be the goals for the event or campaign?
- Who would be the audience for the event or campaign?
- What would be the schedule for the event or campaign?
- How would you work with the sangh(s) for the event or campaign and get their buy-in?
- What would be the planning timeline? How would you organize check-ins and track progress?
- How would you delegate responsibilities among board members and Local Representatives?
- How would you work to raise awareness among the community about this event or campaign? What social media and outreach methods would you employ?
- How would you budget for the various costs that may be associated with the event, and work to make the event affordable for attendees?
- How would you measure the success of the event or campaign?

Please limit your response for this task to 2 pages. Feel free to use Word, Excel, or any other platform you feel appropriate to document and create your outline.

Submit your draft planning document(s) (Word, Excel, PDF) and name the file(s) "NAME - Events 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 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; and
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 Fundraising to maintain and foster relations with local Sanghs;
 - d. Director of Community Relations to promote upcoming events and publish event highlights in newsletters and the Organization's other community platforms;
 - e. Director of Marketing to design event graphics, develop outreach strategy, and promote events on the Organization's social media platforms; and
 - f. Director of Technology to implement event-related website and mobile app requests;
5. Managing, guiding, and assisting each RC through the retreat planning process;
6. Ensuring that Local Representatives are appointed in each Region;

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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; and
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, 2025); OR
 - b. Are a minimum of sixteen (16) years of age (as of July 31, 2025) 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, 2026.

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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 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! 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.

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

A: Time commitment varies by position. Roles like Co-Chairs, Director of Events, Director of Operations, and Director of Project Development tend to be more time-intensive and usually take around 8–10 hours per week, though this can fluctuate depending on the time of year. Regional Coordinators and other Directors typically spend 4–6 hours per week, with busier periods around retreats, major events, and releases. If you have specific questions about time commitments, 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: YJA Conventions take place in the summer of every even year (e.g. July 2026, July 2028, etc) — what does that mean for me as an Executive Board member?

A: During a Convention year, Executive Board members also serve on the Convention Committee in addition to their usual board responsibilities. You'll take on a role that contributes to planning and executing the largest Jain youth gathering in the world! This is an exciting and rewarding part of your term, but it also means additional responsibilities and collaboration. Further details about the Convention Committee can be found at <https://convention.yja.org/board>.

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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