



Young Jains of America

Federation of Jain Associations in North America

Position Description

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

1. Overseeing YJA's internal operations and ensuring board-wide efficiency and alignment by:
 - a. Setting up and maintaining core administrative infrastructure, including Slack, Google Admin Suite, Google Drive, credential transfer, long-standing subscriptions and accounts, etc;
 - b. Maintaining the organization's accounts and credentials;
 - c. Compiling a master board calendar of key dates, events, initiatives, and milestones;
 - d. Developing systems to support long-term sustainability;
2. Maintaining institutional knowledge and sustainability by:
 - a. Creating and managing an operating manual to house procedures, key operating documents, and transition materials for ongoing board use;
 - b. Maintaining and updating the YJA Constitution and other governing documents;
 - c. Owning transition processes;
 - d. Evaluating the current Board and Convention Committee structure and gathering feedback to identify opportunities to improve efficiency across both Board and Convention initiatives.
 - e. Collecting feedback from Executive Board members on current workstreams and identifying new ways to reduce burnout and improve operational efficiencies.
3. Managing key organizational processes, including:
 - a. Coordinating flights, meals, accommodations for board members to attend board meetings and conferences;
 - b. Supporting the BoT nomination and interview process alongside Co-Chairs;
4. Assisting Co-Chairs in overseeing operational workflows led by board members by:
 - a. Ensuring systems and processes are sustainable, scalable, and well-documented;
 - b. Providing actionable recommendations and partnering with board members to strengthen infrastructure, streamline execution, and promote long-term efficiency;
5. Supporting long-term strategy by:
 - a. Collecting and maintaining operational data and insights to help shape organizational planning;
 - b. Leading the development of a multi-year continuity plan;
 - c. Identifying and implementing improvements to increase the efficiency, scalability, or sustainability of organizational efforts and initiatives;
6. Overseeing internal data collection and evaluation by:
 - a. Developing systems to collect board engagement and performance metrics;
 - b. Coordinating board-wide assessments to support continuous improvement;
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.



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Eligibility Requirements

1. Are on the current Executive Board; OR
2. Have served at least one prior full term on the Executive Board as detailed above; OR
3. Have served as YJA Convention Co-Chair.

Additionally, to be eligible to run you must not turn 30 years of age until after September 15, 2027.