

## Regionals 2015 Administrative Assistant Application

**\*\* Please write answers in blue, bold, or another readable font to distinguish them from the questions.**

**\*\*\* The Administrative Assistant(s) will not be selected until after registration starts, your application will be less competitive if you're not signed up by the time applications are reviewed.**

Congratulations on taking the first step towards applying to be administrative assistant for KIO's Regionals 2015. As administrative assistant, you will be directly responsible for ensuring the creation of meaningful programs, overseeing publicity, and essentially providing help to the coordinators. This is an amazing opportunity to help better the region while also gaining valuable leadership skills and experience. Regionals Convention 2015 will take place Friday, December 18<sup>th</sup> – Monday, December 21<sup>nd</sup>.

As administrative assistant, it is important to be aware that you will be expected to dedicate a substantial amount of time towards planning Regionals Convention 2015. There may be one AZA and one BBG administrative assistant or only one total depending on the circumstances. You will be participating on numerous conference calls while working hand in hand with the coordinators, regional leadership, steering committee, and staff to plan this weekend. As such, it is very important that you are extremely dedicated and have the necessary time to commit to this long yet rewarding process.

All applications are due to Hunter Cohn, Raquel Levitt, Jeff Linkon, and will be forwarded to the Regional Convention Coordinators as soon as they are chosen. The application is due **Sunday, November 22nd, 2015**. No exceptions will be made. Applications may be submitted by email, snail mail, or fax (Must be **received** by deadline). Raquel's email is [kionsiah@gmail.com](mailto:kionsiah@gmail.com). Hunter's email is [kiogodol@gmail.com](mailto:kiogodol@gmail.com). Jeff's email is [jlinkon@bbyo.org](mailto:jlinkon@bbyo.org).

Please do not hesitate to contact Hunter, Raquel, or Jeff with any questions you have.

Respectfully yours,  
Raquel Levitt  
61th Regional N'siah

Hunter Cohn  
61st Regional Aleph Godol

**SECTION ONE: PERSONAL INFORMATION**

Name: \_\_\_\_\_ Graduation: \_\_\_\_\_ Chapter: \_\_\_\_\_

Phone Number (and best day/time to reach): \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are not chosen for the position you applied for are you interested in being on a committee for this convention?

**Yes**                      or                      **No**

**SECTION TWO: BACKGROUND INFORMATION**

Please list any and all extra-curricular activities and time commitments that you will have from now until Regionals Convention 2015.

Please list any and all previous and current positions of leadership held (in and outside of BBYO) as well as all conventions and programs you have attended (in and outside of BBYO) which may have provided you with experience and/or skills necessary to assist this convention.

**SECTION THREE:**

Why do you want to be an administrative assistant for Regionals Convention 2015?

What potential problems do you think Regionals 2015 may face? How do you plan on preventing or fixing these problems?

**SECTION FOUR:**

What prior experiences do you have in planning programs that makes you the best candidate for this position?

How do you plan on utilizing the Steering committee for this convention? How will you keep the steering groups on track and schedule?

**SECTION FIVE:**

How will you ensure that members get the most out of every program? What will you do to help those who aren't?

Regionals Convention tends to be a very emotional weekend for a lot of people. Describe the ideal atmosphere for the weekend and how you will go about achieving this atmosphere. Be specific.

How do you feel about Justin Bieber's comeback?

## Contract

I understand that being administrative assistant for this convention is a large responsibility, requiring my utmost respect, time commitment and diligence. I understand that if chosen I will need to dedicate a substantial amount of my time, energy and follow-up to this honor and responsibility. I am dedicated to planning a successful weekend, and I understand that if I am not working effectively or up to the standards of BBYO that an assigned member of BBYO will be asked to step in and assist me. I also pledge to remove myself from this position if it places an unreasonable burden on my other responsibilities and time commitments, regardless of where in the planning stage this program is in. I understand that if I miss a predetermined number of (assisted) self-created deadlines that I will be replaced. I have asked all of my questions and addressed each of my concerns with the coordinators, my regional Godol/N'siah, the professional staff of the program, and my parent/guardians. I will continue to do so as they arise.

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

I/We, the parents of \_\_\_\_\_, understand the commitment my teenager is applying to make. I/We support him/her in these efforts and believe him/her to be an outstanding candidate for this opportunity. I/We understand this task cannot be completed without extensive phone, computer, and transportation use and I/we support my/our son/daughter in utilizing the necessary resources be an administrative assistant for a successful retreat for BBYO's members. I/We have asked all of my questions and addressed each of my concerns with both the professional staff of the program and my/our son/daughter. I/We will continue to do so as they arise.

\_\_\_\_\_  
Signature, Parent/Guardian

\_\_\_\_\_  
Date

I/We, the Advisor/City Director of \_\_\_\_\_, understand the commitment this teen is applying to make. I/We support him/her in these efforts

and believe him/her to be an outstanding candidate for this opportunity. I/We understand this task cannot be completed without extensive time commitment and believe he/she can handle this in addition to any responsibilities in his/her chapter/city. I/We do not believe this is an excessive burden in him/her and will gladly help him/her with it. I/We have asked all of my questions and addressed each of my concerns with both the professional staff of the program and this member. I/We will continue to do so as they arise.

---

Signature, Advisor/City Director

---

Date