



Miller Fellow Positions 2019-2020

The following is a list of the Miller Fellow positions available for 2019-2020. Click on the link below to see the full job description.

Organization/Department	Position
Antioch College Coretta Scott King Center	Campus/Village Cultural & Social Justice Collaborator
Antioch College Office of Diversity, Equity & Inclusion	Diversity, Equity & Inclusion Miller Fellow
Antioch College Environmental & Sustainability	Environmental Sustainability Data Management Assistant
Antioch College Environmental & Sustainability	Communications & Program Assistant
Antioch College Farm	Crew Leaders & Farm-To-Table
Antioch College Herndon Gallery	Gallery Assistantship
Antioch College Glen Helen Institute	Land Steward
Antioch College Glen Helen Institute	Raptor Center Fellow
Antioch College Glen Helen Institute	Trailside Museum Associate
Antioch College Wellness Center	Water Safety Educational Assistant
Arthur Morgan Institute for Community Solutions & Agraria	Community Engagement Work
Arthur Morgan Institute for Community Solutions & Agraria	Regenerative Agriculture Assistant
Home Inc.	Affordable Housing Collaborator
John Bryan Community Pottery	Studio Apprentice
The Riding Centre Association	Riding Centre Assistant
Tecumseh Land Trust	Conservation Education
The Antioch School	Classroom Assistant
Village Impact Project	Community Mentor Coordinator
Village of Yellow Springs	Energy Efficiency & Water Conservation Utility Program Coordinator
WYSO	Producer-In-Training
Yellow Springs Community Children's Center	Child Engagement & Support
Yellow Springs High School	Math Tutor
Yellow Springs News	Yellow Springs News Student Journalism Project
Yellow Springs Senior Center	Administrative Student Intern

**Antioch College Coretta Scott King Center
Campus/Village Cultural & Social Justice Collaborator**

Job Description

The CSKC (Coretta Scott King Center) Miller fellow is an integral member of the team with specific responsibilities to collaborate with campus and community organizations to implement mission related cultural and social justice programs. The mission of the CSKC is to facilitate dialogue and action to advance social justice. The CSKC continues to focus on innovation, growth and impact. We are raising the profile of the Center in the region and even nationally. The CSKC will be an integral leader in one of Antioch's areas of practice – "Deliberative Democracy, Diversity and Social Justice."

The Miller Fellow will support our 3rd Annual Social Justice Symposium, our inaugural Boot Camp for Social Justice and other major initiatives including the Annual MLK Commemoration, Annual Coretta Scott King Commemoration, and 4th Annual Coretta Scott King Center Legacy Luncheon. The Miller Fellow will be expected to collaborate with the CSKC team to enhance our signature Friday Forum program that incorporates a focus on deliberative democracy. While working with existing CSKC initiatives, the CSKC Miller fellow will have an opportunity to bring their own passions and interests to the positions and may develop programs in other social justice issues including immigration and border injustice, prison justice, environmental justice, LGBTQIA issues, etc.

Responsibilities Include:

- Assist with major CSKC programs and events as listed above
- Work with the CSKC Director to develop specific learning outcomes/goals for the fellowship
- Develop and implement one major program involving Antioch College and the Yellow Springs community and one school-based program (on campus or at school)
- Facilities management - oversee usage and operations of the CSKC
- Work closely with the CSKC team
- Assist with publicity of CSKC events
- Maintain CSKC Bulletin Board
- Seek opportunities to collaborate with campus & community organizations including schools, senior centers, etc.)
- Develop a strategy to increase usage of the CSKC
- Create a social media strategy to promote CSKC programs and events
- Maintain a regular presence in the CSKC with established office hours
- Ensure the success of CSKC events by assisting with set up, clean up, and other logistics
- Assess and evaluate CSKC events with the assistance of the Director
- Attend Diversity Committee and related meetings upon request and when available
- Attend Antioch weekly community meetings to promote CSKC programs
- Meet regularly with the CSKC Director
- Develop a report of the Miller fellowship experience addressing learning outcomes, successes, challenges and recommendations for the future
- Create a binder of the entire fellowship experience to be maintained in the CSKC and passed on to future Miller Fellows.
- Other duties as assigned

Antioch College Office of Diversity, Equity & Inclusion

Diversity, Equity and Inclusion Miller Fellow

Job Description

Antioch College embraces diversity as a core value and considers it fundamental to excellence in education. Within this context, the College seeks to build authentic engagement across diversity, ensure systems of support for historically and currently marginalized groups, and promote safety in challenging dialogues and exchanges.

We have recently added “Equity” as a component of our Diversity & Inclusion commitment and our area has assumed responsibility for gender equity including our SOPP (Sexual Offense Prevention Policy) and Title IX initiatives. The Office of Diversity, Equity & Inclusion is charged with providing leadership for strategic initiatives. Specifically, the Office leads the effort to implement the College’s 3-year Strategic Plan for Diversity at Antioch College.

The Diversity, Equity & Inclusion (DE&I) Miller Fellow is an integral member of the team as we continue to work towards our diversity, equity and inclusion goals. The Miller fellow will provide administrative, programmatic and project support for orientation activities for our diverse student populations, diversity training for students, faculty and staff, SOPP & Title IX education and training programs, programs that aid in the retention of diverse students and diversity, inclusion and cultural programs for the campus and community.

Diversity, Equity & Inclusion (DE&I) Miller Fellow

- Assist with major Diversity, Equity and Inclusion events and cultural programs such as the annual MLK celebration, Coretta Scott King celebration, Black History Month, Latinx Awareness Month, Indigenous/Native Awareness Month, Asian Awareness Month, Pride Month, etc.
- Collaborate with the CSKC Miller fellow, CSKC team and campus partners to implement campus programs such as movie screenings, spoken word and other cultural events with a major focus on students as well as others that are open to all.
- Work directly with the Associate Director of Gender Equity Programs & Education to create a culture of consent across campus, raising awareness and education on gender and sexuality in the context of sexual violence prevention and community wellness and supporting initiatives towards equity and inclusion. Assist with the development of an SOPP/Title IX advisory council.
- Work with the Vice President for Diversity, Equity & Inclusion to develop specific learning outcomes/goals for the fellowship.
- Meet regular with and work closely with the DE&I team.
- Assist with publicity of DE&I events.
- Seek opportunities to collaborate with campus & community organizations.
- Create a social media strategy to promote diversity, equity and inclusion at Antioch.
- Maintain a regular presence in the CSKC and/or DE&I office with established office hours.
- Ensure the success of DE&I events by assisting with set up, clean up, and other logistics.
- Assess and evaluate DE&I events with the assistance of the DE&I team.
- Attend Diversity Committee and related meetings upon request and when available.
- Attend Antioch weekly Community Meetings to promote DE&I programs.
- Develop a report of the Miller fellowship experience addressing learning outcomes, successes, challenges and recommendations for the future.
- Create a binder of the entire fellowship experience to be maintained in the DE&I Office and passed on to future Miller fellows.

- Other duties as assigned.

**Antioch College Environmental & Sustainability
Environmental Sustainability Data Management Assistant
Communications & Program Assistant**

Job Description

The Environmental Sustainability Program at Antioch College is one of the College's Areas of Practice, and a growing area of strength. During the last five years, our campus has excelled in sustainability in areas of operations, curriculum, and social practice, as evidenced by our 2018 AASHE (The Association for the Advancement of Sustainability in Higher Education) STARS (Sustainability Tracking, Assessment & Rating System) Silver Ranking, recognition in Sierra Cool Schools, and the Princeton Green Guide. This level of recognition for our programs is impressive for a "tiny college" and we must continue to strive to meet and exceed this level of excellence.

Currently these functions associated with the Fellow positions are expected at the College, and we do not have staff time to adequately meet the tasks at hand. Students who work in these areas will receive training in data management and reporting, as well as communications and programming, and these educational outcomes are useful and transferrable in many employment sectors. In addition, the Miller Fellows will allow Antioch College's Environmental Sustainability program to communicate and coordinate programs and activities within the College, with the Yellow Springs community and beyond, as we plan our Earth Month at Antioch College in April 2020 and AASHE STARS re-application in the 2020-2021 academic year. The applicant has proven effectiveness in this area, having previously received YSCF funding in March 2019 to support "Wade IN: Earth Week at Antioch College", and many successful public programs were offered as a result of this support.

Environmental Sustainability Data Management Assistant

Antioch's ability to continue to participate in national sustainability ranking programs is anchored in our campus' ability to track and archive data. The Environmental Sustainability Data Management Assistant will work 10 hours a week coordinating with Antioch Facilities, Kitchens, Farm, Glen, HR, Wellness, Academic Affairs and other departments to collect and continue to archive and share information about our campus. This Fellow will use spreadsheets and Google Drive, and will continue to collect and archive environmental sustainability data and meta-data. Skills in communication, trouble-shooting, analytical thinking, working across departments and persistence will be required of a successful candidate. This Fellow will be required to attend monthly Environmental Sustainability meetings, communicate progress to the committee, and to provide written end-of-quarter progress reports. Examples of data collected are: renewable energy generation, RealFood Challenge data from Antioch Farm and Kitchens, campus greenhouse gas emissions, building-by-building energy usage, vehicle tracking, and more.

Communications & Program Assistant

This Miller Fellow position will focus on communications coordination with our Antioch College Communications staff. Our environmental sustainability program has many areas that require communications: website, admissions materials, social media, Yellow Springs News, and more. Antioch College has faculty, classes, student projects, workshops, direct actions, alumni stories, biodiversity and Nature, co-op tales and many more exciting areas to share Environmental Sustainability news. In addition, Antioch College Environmental Sustainability programming has been sporadic and has much room for improvement in engaging our students. Engaging new students in campus activities is a very strong "high impact" practice that increases student involvement and retention. In September 2019,

global climate action activities will happen, and our campus should have Environmental Sustainability involvement in this movement. In April 2020 we will host our second Earth Month at Antioch College, and much of this Fellow's employment time in Winter 2020 will focus on planning and coordinating these activities. This Fellow will use digital media (photography) and written and oral communications to capture and share news of Antioch College's Environmental Sustainability program within and beyond our campus. Focused time on task, public engagement, networking skills, events coordination, and project planning skills will be essential for this position. This Fellow will be required to assist in the organization of Antioch College Environmental Sustainability programming, to attend monthly Environmental Sustainability meetings, communicate progress to the committee, and to provide written end-of-quarter progress reports.

Antioch College Farm Crew Leaders & Farm-To-Table Co-op

Job Description

The Antioch Farm is an ecologically-focused farm and learning laboratory located on Antioch College's south campus. Started in 2011, the Farm currently includes a 2-acre annual growing area including a 600 square foot hoop house, 2-acres of food forest, a composting site, chicken and duck pastures, and a 4.6 acre solar array that sheep graze under. All food grown on the Farm is harvested for the Antioch Kitchens and students regularly interact with the Farm through volunteer hours, employment and/or coursework. Student staff are integrated into all parts of the Farm operations.

For three years, Antioch students have successfully supported the work of the Antioch Farm through Miller Fellow positions, building life-long skills and participating in a thriving, well integrated part of our campus and community. Miller Fellow students have been integral in creating numerous authentic learning experiences and stewarding a space where formal and informal education and meaningful conversations are par for the course.

The Antioch Farm acts as a learning laboratory in many ways. Firstly, multiple courses utilize the Farm from early spring to late fall. In spring of 2019, courses included Sustainable Apiculture (Beekeeping), The Antioch Apothecary, and Ecological Agriculture. The Antioch Farm is also a space to learn and interact with others outside formal classroom times. Between daily visitors, weekly volunteer hours, public tours and seasonal alumni work projects, student staff meet and interact with many kinds of people. During the summer 2019 Alumni work project, for example, the Farm staff hosted 15 volunteers ranging from 3 to 92 years old from all over the U.S. The Antioch Farm, in which students are highly integrated, is a valuable growing and learning space on our campus and in our community.

The Antioch Farm Miller Fellow Crew Leaders and Farm to Table Co-op positions assist the Farm Manager in the planning, education and operation of the Antioch Farm. Responsibilities include hosting volunteers, plant and animal care, training and leading other staff, event support and other responsibilities that support the overall functioning of the Farm. Miller Fellows are supervised by the Farm Manager, Kat Christen.

Crew Leader and Farm to Table Co-op Tasks & Duties:

- Host visitors and volunteers
- Support campus events, such as leading tours
- Lead work crew shifts

- Train new staff
- Field work
- Assist the Farm Manager in determining weekly priorities
- Other projects, as needed

Farm to Table Co-op Additional Tasks & Duties:

- Work in the Antioch Kitchens for 5 hours (out of 30) each week
- Follow the harvest in from the Antioch Farm to Kitchen, help prepare for student dining

**Antioch College Herndon Gallery
Gallery Assistantship**

Job Description

Herndon Gallery Miller Fellows directly assist and collaborate with the Creative Director--to make possible for the benefit of the entire Yellow Springs community--the myriad arts programs hosted by the Herndon Gallery including: arts exhibitions, artist lecture events, public forums, community concerts, and performances which are offered free and open to the community. Herndon Gallery Miller Fellows support the gallery through their assistantship, by assisting with programming and planning support, creative problem-solving, creative research, social media content creation and distribution of gallery print materials, exhibition photography and documentation, image-rich file collection and sharing, and public outreach campaigns in the daily creative planning and operations of the gallery.

Herndon Gallery Miller Fellows ensure weekend open hours in gallery for the access and benefit of the larger community, serving as a gallery docent by facilitating understanding/interpretation of the exhibition with visitors.

Herndon Gallery Miller Fellows actively engage in the collaborative brainstorming sessions of the Arts at Antioch Committee meetings where arts programming visioning is shared within the Arts Area of Practice, including creative asset leaders, arts faculty, arts students, and community.

Herndon Gallery Miller Fellows are mentored and actively participate in the fluctuating rhythm of the exhibition cycle through hands-on learning through: de-installation, preparing artworks for shipping, deconstructing built walls and objects, patching walls, sanding, painting, exhibition space planning and installation of exhibitions, measurement and calculating placement of works, preparation and hanging works of art in a variety of media per artist/gallery standards, organization and formatting of wall text, exhibition statements, installation of lighting, operation of power tools, safe use of ladders and lifts, photographic documentation of exhibitions, etc.

Herndon Gallery Miller Fellows assist the director in all aspects of hosting public gallery events and extending hospitality, limited public speaking, and may assist with visiting artist arrangements and Artists-in-Residency (pending AiR funding support).

Additional desirable skills include: Print/poster design (InDesign), photography and photo editing (Photoshop) to assist with documentation of exhibits/print materials; adeptness with Excel Spreadsheets; Woodshop certification. Any additional skill-sets offer opportunities to engage

collaboratively in more advanced gallery projects, which may help build experiences, professional contacts and student's resume.

Required Qualifications: Punctual, reliable, and professional with social media savvy and strong written and verbal communication skills. Warm, welcoming presence, and desire to assist visitors in experiencing and understanding contemporary art. Flexibility in your schedule is also highly desirable.

Antioch College Glen Helen Institute
Land Steward
Raptor Center Fellow
Trailside Museum Associate

Job Descriptions

Glen Helen plays a unique role in Yellow Springs. The Glen is the reason our forbearers situated the town where they did, and the Glen's iron-rich spring is the source of the town's name. Glen Helen provides a thousand-acre greenbelt on our eastern edge, and ensures unparalleled access to nature for our residents.

Glen Helen has a long history of hiring, supervising, mentoring, and evaluating student workers. In 1929, Glen Helen became part of Antioch College, and thus began a 90-year relationship of work and academic opportunities in the Glen. Students built and managed Trailside Museum. They created the Outdoor Education Center and served as its naturalists. They constructed sections of trail and worked to maintain them. Importantly, they engaged in these efforts not just out of academic requirement or intellectual pursuit, but also with a purpose of service to the broader community.

For the 2019-20 school year, there are three job descriptions that we seek to fill. Each position provides students with the opportunity for college-level scholarship, addresses programmatic needs in Glen Helen, and forwards our environmental mission.

1. **Land Steward:** Our land stewardship strategy is to identify, enlarge, and connect the areas that have the highest biodiversity. The Land Steward works alongside staff to manage our trail system, remove invasive plants, and restore native species. The position reports to Director of Land Management Ben Silliman.
 - Educate visitors on the ecology, geology, botany, wildlife, history, and rules of the preserve.
 - Remove invasive plants.
 - Operate land management equipment, including chipper, chainsaw, and other power tools.
 - Assist in coordination of land management group activities with staff and volunteers.
 - Trail maintenance, including bridge and walkway construction, trail construction and closures.
 - Propagate and restore native fauna through plantings.
 - Teach volunteers and the public how to identify and safely remove invasive plants.
 - Work alongside other Glen Helen staff and volunteers.

2. **Raptor Center Fellow:** The Raptor Center works to rehabilitate injured birds of prey, and to educate the public about raptors and conservation. The Fellow reports to Center Director Rebecca Jaramillo and assists in all aspects of its operations.
 - Assist with daily wildlife care and care of injured birds.
 - Learn to handle a resident bird for education.
 - Work with staff and volunteers on facilities repair and maintenance.
 - Lead tours of the Raptor Center for visiting groups.
 - Participate in wildlife rescues and transport of birds.

3. **Trailside Museum Associate (3 positions):** The Fellows will operate Trailside Museum as a functioning, active visitor center. The gateway to Glen Helen, Trailside Museum sees 25,000 visitors a year. The positions report to Assistant Director Tom Clevenger.
 - Educate visitors on the ecology, geology, botany, wildlife, history, and regulations of the Nature Preserve, as well as suggesting hiking routes and places of interest within Glen Helen.
 - Develop programs to engage local children as peer educators.
 - Inform visitors about the importance of their role in sustaining Glen Helen, and solicit them to become supporters.
 - Conduct research, and employ technical writing and graphic design toward the development of museum displays and interpretive materials for trail use.
 - Assist with administrative support, including finance, marketing, and event coordination.

**Antioch College Prison Justice Initiative
Miller Fellow with Prison Justice Initiative**

Job Description

Mass incarceration is one of the most critical issues facing our country today. The US incarcerates more people than any other country in the world, disproportionately affecting people of color. Currently, we are experiencing a humanitarian crisis in immigrant detention centers. It may appear that Antioch and Yellow Springs are isolated from these issues, yet we have a number of students and village residents who are directly affected. Antioch’s Prison Justice Initiative (PJI) recognizes our interconnectedness and is making an impact locally and beyond.

PJI has been one of Antioch's most successful models of educational engagement in acting for justice. It combines classroom studies in Anthropology and Community Action, among others, with participatory action research projects, service learning, co-op experiences and activism. PJI works to make visible the impacts of incarceration and create purposeful connections with those directly affected. Prisons have increasingly cut educational opportunities and social programs. There is a growing movement of books-to-prisoner programs and colleges offering classes within prisons. Antioch College is doing both.

With a part-time Miller Fellow, PJI would build capacity and strengthen current projects, namely the Prison Justice Library books-to-prisoners program and expand its outreach in the Yellow Springs community. Current and future local partners include the World House Choir, Greene County Public Library, Story Chain, WYSO, and Yellow Springs High School, where opportunities for increased service learning, community engagement and educational activities abound. A Miller Fellow position would assist PJI in lifting up this work—along with the individuals and families impacted by incarceration—to further our shared reputation for being communities that act for justice. We are excited at the prospect

of increasing PJI's impact and the potential for Yellow Springs to be a regional model for prison justice efforts.

PJI Miller Fellow Responsibilities:

The Miller Fellow with Antioch's Prison Justice Initiative (PJI) would be responsible for the following duties. Their primary work would consist of responding to letters from prisoners statewide and nationally, who are requesting books or other educational materials, such as composition notebooks, legal primer zines, etc. The Prison Justice Library at Antioch currently receives about fifty letters per week of requests, yet we are over a year behind in backlog. The backlog is primarily due to the fact that this is an entirely volunteer operating project, with the exception of one five hour per week student position that was awarded after faculty project requests through the alumni Giving Tuesday initiative.

Reading the letters is time consuming and often requires a thoughtful and compassionate response, in addition to searching our stacks—sorted by thematic category—for the right kind of book to match the person's interest. After finding the materials, the package is prepared with an inventory sheet, a catalog, and a handwritten note. Then the packages must be labeled and addressed correctly, collected and taken to Antioch's postage machine to be weighed for appropriate postage, and finally dropped off at the local post office.

In addition to responding to prisoners' letters and locating the appropriate requested materials, the student would be responsible for the organization of the library, itself. This includes but is not limited to: sorting and shelving newly donated books; restocking envelopes, tape, and supplies; maintaining the activity log to record the number of letters sent; copying zines and the Prison Justice Library catalog that is included in each package; maintaining return address labels; sorting and assessing returned packages that were rejected by the prisons.

PJI's larger goals include raising awareness and understanding around issues of incarceration in our society. In addition to the profound impact that reading letters from prisoners has on each individual who takes time to volunteer in the Prison Justice Library, we are expanding our work further into the Antioch and Yellow Springs community. The Miller Fellow would have a pivotal role in the outreach expansion that we are currently undertaking at Antioch and in Yellow Springs. Our primary outreach partners include The Coretta Scott King Center, The World House Choir, the Yellow Springs Greene County Public Library, the Yellow Springs High School, and the greater community of Yellow Springs. I will elaborate more on these partnerships in the "Benefit to our Community" section of this proposal. Our Miller Fellow would also help ramp up PJI's visibility on social media, our blog site, and the Antioch College website.

**Antioch College Wellness Center
Water Safety Educational Assistant**

Job Description

The Water Safety Educational Assistant is a new, but long-desired additional role at the Wellness Center at Antioch College. This position will support the Aquatics Manager in increasing capacity for our Red Cross swim lesson program and Red Cross CPR/First/Aid and AED training for the community. This position will also allow for the Wellness Center to continue to offer excellent lifeguard in-service training in order to keep lifesaving skills current and sharp.

Having a Miller Fellow on the front line of customer support and marketing at the Wellness Center at Antioch College creates an opportunity for town/gown connection and enlightenment of each other's points of view and roles in the community. Establishing these relationships will allow for students to become more fully integrated into the community and will foster opportunity for collaboration, mentorship, and possible future employment. It is also an opportunity to foster a community service orientation in Antioch students and to expand their skills in marketing and customer service, which will be valuable in future Co-Ops and other employment.

Responsibilities Include:

- Help to prepare for American Red Cross Swim lessons by reviewing and co-creating lesson plans and setting up corresponding educational tools and props prior to lessons
 - During lessons, the Assistant will support the American Red Cross Water Safety Instructor in the water by helping the WSI teach the students and offering instruction and guidance to students that may benefit from additional support. After lessons are completed the Assistant will help to reset educational props, make notes on student skill progression and examine the efficacy of the lesson plan to make future improvements.
- Help with administrative duties, including: course development, promotional materials and attendance lists
 - If not certified already, the Assistant will become certified as a American Red Cross Lifeguard and assist with monthly in-service lifeguard trainings along with Member Services and Marketing
- Support Wellness Center management with marketing of programs and activities
 - Activities included, but not limited to: Facebook and Instagram posts, Constant Contact emails, targeted emails, text notifications, flyers, special events, Street Fair booth, and direct promotion with customers at the front desk
- Streamline and improve customer service interactions and on-boarding
- Help develop a new orientation protocol, including a member orientation video
- Evaluate the website content and navigation and make recommendations for improvement

**Arthur Morgan Institute for Community Solutions
& Agraria
Community Engagement Work
Regenerative Agriculture Assistant**

Job Description

Community Solutions has enjoyed partnering with Miller Fellows since the program started. We have had exceptionally good experiences with our Miller interns who we feel have also benefited from working with us. Five interns have joined us part or full time after graduation from Antioch--including four of our current staff.

Since the purchase of Agraria, interns have been even more appreciated. They've been crucial support in the development of the farm and of our programming--through on the ground work, through grant writing and web building, through supporting our educational programs, and through social media and administrative support.

For 2019 and 2020, we hope to have interns that help with the next stage of our development. Some of the activities we have planned for the year include:

- Field trips to Agraria from regional schools
- Continued clearing of invasives and replanting of natives
- A redeveloped website
- Several conferences and educational events
- Grantwriting and fundraising
- Social media and outreach.

In addition, we would love to work with Miller interns on collaborative projects, including the proposed Yellow Springs Wild project, local food security issues, and local economic opportunities.

One of the changes for Community Solutions is the extension of our oversight ability with the addition of new staff and resident farmers. This means that we are able to offer scaffolded learning opportunities for interns.

Responsibilities Include:

- Continuing our online presence through newsletters, social media, and the updating of our website (a current Miller task.)
- Continuing to support our grantwriting and fundraising efforts (a current Miller task).
- Continuing with the development of Agraria curricula (a current Miller task)
- Assisting the Nature Conservancy with the restoration of Jacoby Creek.
- Assisting our farmers and researchers
- Support of field trips to Agraria
- Support of farm-to-table dinners.
- Support of our conferences and educational events.

We generally tailor our work to the interests and skillsets of Miller Fellows. Current Miller Fellows, whom we hope to employ again in the fall have been serving as research interns, doing cooking for fundraising dinners, and working on GIS mapping of Agraria.

**Home Inc.
Affordable Housing Collaborator**

Job Description

Four core areas will constitute the Fellows' focus: administrative support; fundraising, event, and volunteer coordination; pre- and post-purchase stewardship support; and new in 2019, a position dedicated to collaborative affirmative marketing and outreach. Each area is linked with a phase in affordable housing development in order to introduce the Fellows to the overall process. Opportunities to take the lead on projects, problem solve, and build relationships will largely depend on the student's learning goals and interests. The scope and scale of projects will also depend on the Fellows' demonstrated leadership ability over time. All student work will be part of a larger mission context, resulting in direct benefits to the student's education, our nonprofit mission, and the Yellow Springs community with an emphasis on local collaboration.

Four focus area tasks include:

Administrative support involves duties such as taking and directing calls, database support, web updates, contributing to grant applications, participating in monitoring and compliance activities, and implementing operational procedures. The work will support the daily operations of Home, Inc. Grant work will vary and likely include supporting staff with documentation for both programmatic and federal/state housing grants. Fellows will receive orientations to grant-writing as part of their professional development. Additional duties may include research and capacity building initiatives such as utility assistance program development.

The Fellows will collaborate with dedicated staff on fundraising, event, and volunteer coordination. Miller Fellows will assist with the fall Progressive Dinner fundraiser and membership mailings. The Fellows will also provide general support and data entry in our newly adopted Bloomerang donor management system. Miller Fellows will also work to provide event support, including Home, Inc.'s annual meeting, board retreat, new member events, open houses, etc. Volunteer coordination varies and may include coordination of interior priming, site clean-up, etc.

For pre- and post-purchase stewardship support, Fellows will be assisting program staff with client support. Possible projects the Fellows will take a leadership role in include community educational events and assisting with grant applications for the program. A Fellow(s) will also be tasked with assisting with client Airtable software to track program metrics and client application information. The Fellow may act as a client intake specialist. Fellows will also assist with rental maintenance work orders, tracking and entering rent payments, tracking utility usage, and other rental management activities as needed.

New in 2019, Home, Inc. is taking a leadership role in a community-oriented, collaborative affirmative marketing and outreach initiative to increase diversity in the Village in concert with a new Outreach and Fundraising Manager, Kineta Sanford. A dedicated Miller Fellow position will provide leadership to this initiative, which includes reviewing census data to identify population gaps, developing content for fair housing education in the community, events and tabling, and identifying/engaging community groups representing under-served populations in the broader region, such as African Americans. The Miller Fellow will also convene a new Affirmative Marketing and Outreach Advisory Group with representatives from community collaborators including the 365 Group and Chamber of Commerce. Finally, the Miller Fellow will assist with data to track the effectiveness of this multi-year initiative.

John Bryan Community Pottery Studio Apprentice

Job Description

The mission of the John Bryan Community Pottery is to promote the appreciation of the ceramic arts in the community by educating the public through classes, workshops, exhibits and by offering facilities for making ceramic work. We offer classes to people of all ages, races, orientation and proficiency of working with clay. Studio space is also available to Studio Renters with a demonstrated ability to work independently, however the studio is not designed nor intended to serve as a facility for the commercial production of pottery.

The ideal Miller Fellow should have enthusiasm for the arts and learning various aspects of the craft of pottery, including but not limited to, various firing techniques, glaze calculation and formulation and

how an art studio operates. Strong communication skills and the ability to work independently as well as with people in a cooperative environment are essential.

Studio Responsibilities include (in no particular order):

- Assist Studio Manager with loading and firing electric, gas and wood kilns - learn the process
- Create a video of classes/workshops/studio work that can be used on our website and for general marketing efforts
- Assist with class/workshop prep and occasionally serving as the monitor for weekend open studio time
- Maintain social media sites - collect materials and initiate updates
- Develop their own ceramic skills – design, make and display ceramic creations
- Help develop and distribute marketing materials
- Explore other grant opportunities for the studio
- Help maintain the cleanliness and orderliness of the studio and kiln yard - both inside and out
- Assist in maintaining wood supply for wood stove and wood kiln
- Work with Studio Manager in the preparation and participation in local area art shows – i.e. Street Fairs, Art on the Lawn, Studio Tours, Holiday Sales, etc.
- Foster a cooperative environment among studio potters, students and teachers.
- Network with local potters and the arts community.

Riding Centre Association

Riding Centre Assistant

Job Description

The Riding Centre Association is a nonprofit organization that provides a foundation in safe riding, care, and management of horses through affordable lessons to children and adults of diverse capabilities from Yellow Springs and surrounding counties. In 1959, Louise Soelberg, a dance instructor at Antioch College, set up a community-based riding stable through collaboration with the college. Over the years, The Riding Centre, Antioch College, and the Yellow Springs community have weathered many changes. The opportunity to employ an Antioch College student through the Miller Fellowship helps The Riding Centre, Antioch College, and the greater community to strengthen this connection.

Responsibilities Include:

Ongoing (All Semesters)

- Learning about The Riding Centre (RC) organization through reviewing the web page, shadowing the Director, observing therapeutic riding lessons, and participating as a horse leader or side walker in therapeutic riding lessons
- Performing routine chores involving moderate physical labor, including mucking stalls, cleaning paddocks, moving bales of hay, and cleaning and filling water buckets
- Becoming familiar with horse care management, grooming, tacking, and handling school horses through job shadowing
- Learning about and participating in activities related to farm management and land stewardship, such as trail and pasture maintenance (may involve learning to use farm equipment)
- Writing at least one article per semester featuring a student in the therapeutic riding program for submission to the local newspaper or the RC's newsletter
- Attending RC board meetings as requested

Fall

- Ongoing organization of archives for the RC from documents compiled over 25 years. • Other clerical duties as assigned by the Director.
- Spring
- Assisting the Director in preparing the RC for spring lessons through clerical assistance and barn management
- Assisting in preparation for the spring hunter and dressage shows, including working at the shows

Summer

- Continuing the above duties
- Assisting with summer day camps
- Assisting with therapeutic riding lessons on Saturdays

**Tecumseh Land Trust
Conservation Education****Job Description**

The Miller Fellows have played a vital role for the last 7 years at our local non profit, providing and planning for conservation education and experience to hundreds of adults and children. We plan to continue and enlarge these activities in the coming year, including writing articles and social media posts that have reached thousands of people of all ages. The youth of the Miller Fellows, and their current active participation in a liberal arts education program, stimulates our staff, board members, and volunteers, as well as the land owners who conserve their land. They also stimulate new collaborative activities with other Yellow Springs area non profits and the communities we serve.

In conjunction with the land trust's Education Committee, board, volunteers, and TLT staff, the Miller Education Fellow will plan and coordinate interviews, print articles, web and social media posts, and social/educational events to be hosted or cosponsored by TLT. Events can include field trips to local farms, nature walks, stewardship work days, guest lectures, demonstrations and tours. Events take place throughout the year, with approximately 1-2 events per month, a newsletter is published twice a year, and we do a variety of other multimedia presentations as often as possible. The Fellow will sometimes create displays for street fair, the public library, or other venues. The fellow will sometimes photograph or video events to archive and share on public access television, radio, social media and websites. Current Miller Fellows are working on a piece about Miller Fellows' experiences in and benefits to local organizations focusing on conservation and sustainability. Their hope is that the piece will also be a recruitment tool for Antioch.

The fellows will participate in as many monthly Education Committee meetings as possible and committee members and assigned volunteers will assist the fellows in planning events and reviewing promotional materials, such as poster, fliers, and press releases. The fellow will sometimes be called upon to attend meetings with partner organizations and present information on upcoming events. Key ongoing partners include Community Solutions, Glen Helen, the Ohio Ecological Food and Farm Association, Antioch College, Home Inc., and the Senior Center.

Publicity and outreach are critical components to the life of our nonprofit – contributions from members provide the majority of our operating support. We also need the help of over 100 volunteers every year.

People give to or volunteer with the land trust as a result of multiple “touches” with our work – hearing interviews on public radio, etc. The Fellows plays a critical role, increasing the number of ways we reach the people we need as supporters and future leaders. Many of the land trust’s members are very interested in exploring the possibilities for diversifying farming in the area and improving conservation practices, particularly reducing nutrient loading in the watershed. Additionally, issues of local economy in Yellow Springs loom large. This is true across the world, but the extent to which this small community’s leverage of its natural, cultural, and agricultural strengths is rather remarkable. This year’s Village Comprehensive Planning process will provide MANY opportunities to act locally on major issues facing our world. The Miller Fellows are members of a very important generation with whom the land trust and community leaders must build relationships.

The Antioch School Classroom Assistant

Job Description

The main effort of Convivial Learning, Inc., also known as the Antioch School, is directed toward sustaining an educational environment that generates a sense of completeness, self-responsibility, and a fulfilling experience for its children. This is accomplished by the involvement of children, faculty, staff, parents, and Yellow Springs’ community members in terms of material, financial, and personnel support. As individuals creatively relate their insights and actions, an organic continuity in experimental and innovative approaches to the children’s education is evolved.

The Miller Fellow will be enfolded into the daily life of the Antioch School – a small, private, non-profit, democratic school established in 1921 by then Antioch College President Arthur Morgan. Antioch School serves children from Nursery through the sixth grade. The school is made-up of four groups: Nursery, Kindergarten, the Younger Group (first through third grade), and the Older Group (fourth through sixth grade). Throughout the week the children have opportunities to experience the Art and Science program and engage in ample outside playtime.

The Miller Fellow will be guided and supervised on a daily basis by the faculty. The school manager will specifically supervise the Fellow and be responsible for the evaluations. The faculty is comprised of five highly-qualified, experienced and nurturing individuals. Two of our faculty members hold master degrees in education while the remaining three hold bachelor degrees in education. More impressive is the longevity of teaching time that is held by each faculty member. In addition to daily faculty support, our Fellow occasionally will attend the weekly faculty meetings. During these meetings, schedules will be discussed; thoughts shared; questions addressed; and misunderstandings resolved.

The Antioch School’s faculty and staff envision the individual to be a resource for the overall school community and a sharer of personal strengths and interests.

Determined by the level of maturity, previous experiences, strengths and personal interests of the Miller Fellow, the study-work program options are as follows:

- The Miller Fellow may serve as an assistant in the classrooms; becoming an invaluable support for the teachers and children. Attention will be placed upon assisting with the physical, intellectual, social and emotional needs of the children.

- The Miller Fellow may work directly with our school’s development coordinator on both development and marketing tasks. These may include donor base research, assisting with community events such as Grandfriend’s Day, the Harvest Soup Supper or the Auction Gala, brochure distribution, social media postings, and mailings.
- The Miller Fellow may assist the Art and Science teacher and the children in planning, planting and maintaining the vegetable and herb gardens.

**Village Impact Project
Community Mentor Coordinator**

Job Description

Village Impact Project's mission is to provide children of Yellow Springs Schools with responsible mentors from our community who share their interests, and to help make a lifelong difference in both of their lives and in our village through monthly activities with community partners. Our goals are 1) for all children in the community who want or need a mentor to have one who shares their interest, and 2) for the people in the program to become an integral part of the community through activities, fundraisers, and community service opportunities. We are changing our community two lives at a time.

This is a fairly new organization, and we feel a Miller Fellow would gain valuable experience in starting a nonprofit and in helping to carry out our mission.

Responsibilities Include:

The primary role of the proposed Miller Fellow position will be to provide administrative support to the Board of Directors and volunteers running the mentoring program.

- Work with the VIP program director, and other volunteers
- Help to recruit volunteers and youth through working with teachers, school counselors, and parents
- Assist with marketing and communications for the program
- Support data and information management
- Assist with researching and identifying funding opportunities, including foundations, corporations, and individuals, and help write grants when appropriate
- Work with community members, businesses, and other organizations to obtain in-kind donations and to help incorporate the program into the community
- Help set up and run monthly activities with Volunteers and Youth through the above organizations
- Communicate with VIP Director (Donna Haller)
- Assist with program evaluation efforts (before, during, and after the year’s program), including the development of reports to organizations providing grant money and in-kind support
- Assist with social media platforms
- Attend board meetings

Desired Competencies:

- Attention to detail
- Organized
- Comfortable working with people and data
- Basic research skills
- Strong writing skills
- Knowledge of social media platforms (Facebook, Instagram, and Twitter)

- Interest in marketing and/or fundraising
- Interest in mentoring/youth development/leadership development

Village of Yellow Springs

Energy Efficiency & Water Conservation Utility Program Coordinator

Job Description

It is well documented that low-income households live in less efficient housing and devote a greater proportion of their income to utility bills than do higher-income households. These residents face numerous disadvantages when it comes to energy affordability. They typically have older and less-efficient appliances and heating and cooling equipment and live in homes that are structurally less efficient. Energy efficiency can help address many of the underlying factors contributing to a high energy burden by helping homeowners, multifamily building owners, and tenants replace appliances, seal leaky doors and windows, and install insulation. However, low-income customers face numerous barriers to participation in efficiency programs. This makes well-designed, specifically targeted efficiency programs for low-income customers a critical component of ensuring the vibrancy and affordability of Yellow Springs.

We need a Miller Fellow to help deliver this critical program to residents by the development and implementation of an Energy efficiency programs that connects residents with resources to install, build, retrofit, finance long-term energy efficiency solutions they need, but are often not unable to undertake on their own.

Responsibilities Include:

- Design, Development and Implement Energy efficiency programs for segment-specific residents.
- Develop segment-specific incentives and communications to convert more consumers' stated interest in participating in energy efficiency programs into action.
- Connect residents with resources to install, build, retrofit, finance long-term energy efficiency solutions they say they desire, but are often not unable to undertake on their own.

Benefit(s) of working for the Village:

- The opportunity to understand how a municipal government works and why it does the things it does
- Flexible work schedule around classes; while the Village does not allow hourly employees to work remotely, a Miller Fellow would have the opportunity to make up missed work hours within the same 2-week pay period
- Ohio Public Employees Retirement System (OPERS)—the Village would pay the Village portion (14%) plus the employee portion (7%, but these numbers change); this money becomes refundable to the Miller Fellow at the end of the employment.
- The opportunity to leave something a little better than you found it for an entire Village and to make a difference for a lot of people

WYSO

Producer-In-Training

Job Description

WYSO Miller Fellows are trained in digital audio production and other radio production skills in a "Community Voices" class (or classes) taught by WYSO. They will automatically be included in any other WYSO training opportunities: podcasting workshops, audio editing workshops or other skills-related opportunities that might be scheduled during their 12 month Fellowship.

The Miller Fellows will produce "The Antioch Word," a monthly podcast about the Antioch College community. The Fellows will also generate story ideas and produce content for WYSO broadcast and website, in addition to assigned recording, editing and research tasks.

WYSO Miller Fellows can also self-design projects at WYSO that combine their own interests with WYSO's need for community-generated content. The projects could include such things as oral history interviews, feature stories, or other audio, podcast or web content. The projects can be focused in Yellow Springs which means that Fellows gain familiarity with local culture and history.

Additional station duties can be but are not limited to recording in-studio guests and editing audio stories plus assisting with administrative tasks related to events, fundraising, membership growth, data entry and business planning.

For Fellows with a special interest in journalism, opportunities exist to work with the WYSO news reporters and web master. Fellows with an interest in music can focus on working with the WYSO music director and other hosts.

WYSO Miller Fellows are typically supervised by WYSO webmaster Juliet Fromholt, but for co-ops or special projects, could be assigned to a different staff member.

WYSO Miller Fellows, after their period of training, can be assigned a wide variety of tasks including, but not limited to:

Responsibilities Include:

- creating the monthly podcast *The Antioch Word*
- editing and recording audio spots for use on WYSO
- reporting stories for WYSO's various projects and programs, both on-air and online
- assisting with fundraising activities
- recording oral history interviews with Antioch College alumni
- working with music hosts on program production
- give tours of WYSO to guests
- attending WYSO community outreach/engagement events and assist staff
- assisting WYSO news staff in the field and in the studio
- assisting WYSO management on special topic research
- assisting Community Voices instructors in the classroom
- helping teach audio editing or other technical skills, as needed

**Yellow Springs Community Children's Center
Child Engagement & Support**

Job Description

The Yellow Springs Community Children's Center has an opportunity for a potential Miller Fellow to pursue their desire to interact with children ages 6 weeks - 12 years of age in a structured nurturing environment.

The Miller Fellows duties would be to interact, nurture, support and care for children in our facility. The Miller Fellow will also have an opportunity to support with administrative duties like filing, organizing, grant writing and supporting with the CACFP program. This candidate should have a clean background and be consistent with attendance due to our need to maintain ratio in the classrooms.

Yellow Springs High School Math Tutor

Job Description

The YS News Student Journalism Project will give an Antioch College Miller Fellow the opportunity to learn about community journalism as a reporter and/or photographer for a small, independent weekly newspaper. As a member of the editorial staff, the student will learn — on the job — the basics of community journalism, including story development, news-gathering, research, writing & editing, photography and digital storytelling.

The YS News Miller Fellow would serve as a full member of the writing team by participating in weekly editorial meetings and writing one article or producing one photo essay per week. As both an Antioch College student and Miller Fellow, they would produce at least two pieces per month highlighting the work of a local nonprofit organization or covering a development on the Antioch campus.

This opportunity would give any student interested in journalism, photojournalism, freelance writing or non-fiction writing a chance to build their portfolio of published work, which is essential for a job in the field. They would learn the skills of a journalist, better understand how a newsroom operates and improve their writing craft by mentoring with the editor and staff reporters. Finally, they would engage with the Yellow Springs and Antioch College communities in a deep way by helping to tell stories that can have a meaningful impact.

We are requesting the support of one part-time student Miller Fellow for the 2019-2020 school year. This application is for an intervention math tutor to work with students who have math disabilities or otherwise struggle in their high school math classes.

The primary role of the proposed Miller Fellow position will be to provide academic support as a Special Education Intervention Math Tutor.

Responsibilities include:

- Helping to set up a math tutoring schedule in YSHS for students who have math disabilities or who generally struggle with math;
- Assisting students during various math classes, and working one-on-one with students who are struggling;
- Assisting students who are working on online math classes during designated class time;
- Tutoring groups of students during designated classes;
- Working one-on-one with struggling students during their study halls;
- Helping to set up a new after-school math tutoring program and possibly working during those times if daytime schedule is limited; and
- Scheduling community members who are interested in tutoring high school math students to come in and work with students during study hall or after school.

Yellow Springs News Student Journalism Project

Job Description

At the YS News, the tasks of the fellow would include: — Participating in weekly editorial meetings. Each week, the editorial staff (all writers) get together to talk about community issues, brainstorm story ideas, reflect on coverage and take assignments for the coming week. Ethical issues are often explored. This is a 1–2 hour meeting that takes place on Wednesday afternoon.

Responsibilities Include:

- Reporting for their story. Over the course of the week, the fellow would set up interviews, make phone calls, research and attend relevant events in order to gather information and quotes for their story. This takes place as needed from Wednesday afternoon through Monday. Timing varies but is in the range of 1–4 hours.
- Writing & editing their story. On Monday and Tuesday the fellow would draft their story and submit it for editing to the editor. After feedback, the student would make any needed changes prior to publication. The final story deadline is Tuesday at 3 p.m. This process varies, but takes from 2–5 hours. (For a fellow interested in photojournalism, the assignment would be a weekly photo essay with a shorter written component).
- Participating in other office meetings, as available. If interested, the fellow could also participate in staff meetings, web meetings or other strategic planning meetings that would illuminate the realities of running a small, independent newspaper. 2–3 hours per month.
- Preparing ancillary material. As time allows and per student interest, they may also generate web content, including photo galleries, audio material, videos or other multimedia related to a story.
- Writing columns. If fellows have the requisite time and talent, they might be able to produce original columns for the News on a regular basis.

Yellow Springs Senior Center Administrative Student Intern

Job Description

This position will report to the Executive Director. The Administrative Student Intern will assist in all program areas. Those areas include activities, support services, transportation, management, and fundraising. The opportunity will include lots of interaction with senior citizens. It will include managing some small projects from start to finish. It will also include assisting with many activities. A primary task of the Administrative Student Intern will be to maintain the website and post to social media. Also, a driver's license is required.

Responsibilities Include:

- Keep the website current

- Work directly with program managers of the support services program, the transportation program, and the activities program
- Work directly with executive director on special projects that relate to fund development, grant writing, reporting
- Work directly with other staff members/consultants on special projects, including *Age Friendly Yellow Springs*
- Work within the senior center staff culture of team work
- Make home visits with seniors, as assigned, under the supervision of support services program manager
- Utilize documentation instruments of activities, client interactions, etc.
- Maintain strict privacy of all client information
- Give assistance to the concerns of the seniors
- Possess a genuine interest in the seniors of the community
- Be aware and gain knowledge of ageism and the issues seniors face in the community
- Assist in the design and plan to expand existing activities
- Possess computer skills in the area of all Microsoft Office applications and website management
- Possess skills in creating marketing materials for various activities