



2022-2023 Yellow Springs Home, Inc. Miller Fellow Job Description

Yellow Springs Home, Inc. is an affordable housing nonprofit that serves Yellow Springs and Miami Township. We are a small organization that makes an impact in our community when it comes to providing affordable, quality housing options to low- and moderate-income households in Yellow Springs. We hire Miller Fellows to help build our capacity, while also providing key learning opportunities for those students. Some key work plan items that a Miller Fellow may be asked to do include:

Administrative Support:

- Self-directed daily office administrative tasks including checking and relaying phone messages, scanning in documents when needed, and checking and organizing mail
- Assisting in fundraising efforts including writing out thank you cards to donors, entering and organizing donations, managing bulk mailings to donors, and supporting events
- Answering the general phone line, being familiar with answering FAQs about the organization, organizing office supply orders, and acting as an office generalist

Client-First, Community-First Program Support:

- Assisting with property management such as getting quotes for needed services, communicating with clients on the waiting list, and managing renter communications
- Aiding in event planning and supporting Inclusive and Resilient Yellow Springs Coalition activities such as organizing affirmative outreach and engagement listening sessions
- Assisting with grant-writing activities and documentation, including gathering and organizing needed documentation, editing grant narratives, and researching grants
- Assisting with marketing and outreach including website and social media engagement

All of the above tasks are important and have a place in our organization. We look for Miller Fellows who are driven to do their best work, and who our small staff can count on to do what they say they will do. Over time, Miller Fellows at our organization are given more involved work as it relates to their demonstrated abilities, skills, and leadership. We want to be able to help Miller Fellows shape their skill set while also ensuring our capacity needs are met to have a great cooperative relationship. Please apply only if you are willing to roll up your sleeves and contribute to our mission responsibly and reliably as part of a diverse, fast-paced team.

We will provide access to training and context to help place the student's work in a larger context. We encourage students to consider their time at Yellow Springs Home, Inc. a laboratory for academic inquiry, including integrating aspects of our mission into coursework and assignments as is relevant.

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Qualifications:

Everything that Miller Fellows do at Home, Inc. helps us fulfill our mission. It is important that Miller Fellows who work at our organization commit to:

- Being punctual and accurately reporting work hours
- Paying attention to details
- Communicating effectively with staff
- Following through on assigned work plans
- Being able and willing to self-direct and self-motivate
- Demonstrating integrity and accountability in completing work assignments
- Asking for help/clarification when needed

Miller Fellows are required to complete the Yellow Springs Community Foundation's Nonprofit Leadership Institute either before or during their service.

If this sounds like a position you can commit to and grow into this school year, apply to become our Miller Fellow!

Apply by sending your cover letter and resume to alexandra@yshome.org.

Contact alexandra@yshome.org with any questions or concerns.