



JOB ANNOUNCEMENT

Program Coordinator, Austin (Full-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that provides reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food.

Since 2012, Brighter Bites has provided more than 17 million pounds of produce and 100,000s of nutrition education materials to more than 53,000 families and teachers in Houston, Dallas, Austin, New York City, Washington, D.C., and Southwest Florida.

Role

In Austin, Brighter Bites partners with Hardie's Fresh Foods to deliver its innovative program model. The Program Coordinator position will require regular travel throughout Travis County and will be working from Brighter Bites offices at Farmhouse Delivery in northwest Austin.

Position Description

- Coordinates and collaborates across departments, sites, and organizations regarding Brighter Bites activities and strategies.
- Assists with all aspects of Brighter Bites program implementation.
- Manages multiple sites for Brighter Bites program, including program schedules, location and distribution schedules, and budgetary implications.
- Works effectively with key contacts at sites as well as site volunteers.
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site.
- Collaborates with Brighter Bites team on development, implementation, and management of program policies and procedures.
- Interacts with the public and/or external organizations to facilitate program dissemination.
- Informs management of key activities and makes periodic program evaluation and progress reports.
- Communicates with the larger community to share objectives and outcomes.
- Prepares and delivers oral presentations at schools--to faculty, parents, & volunteers--on a consistent basis.
- Helps ensure Coordinated Approach to Child Health (CATCH) curriculum is implemented at assigned sites, teaching CATCH lessons as needed or assisting in the placement of interns to teach.

The better we nourish, the brighter we flourish.

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WWW.BRIGHTERBITES.ORG

- Oversees work of external volunteers, school volunteers, Brighter Bites Interns, and Brighter Bites Associates at sites to ensure proper program implementation.
- Assists Program Manager with city-specific volunteer recruitment and management strategies.
- Other duties as assigned.

Requirements

- Advanced Spanish language skills required. Bilingual (Spanish/English) preferred.
- Passion for sharing the power of fresh food with others, especially children and families.
- Bachelor's degree in nutrition, public health, education or a related field.
- Basic culinary skills and strong interest in cooking and the role it plays in community health.
- Previous experience working in a school as a teacher, social worker, administrator, etc., a plus.
- Previous experience presenting information and instruction to large groups, a plus.
- Basic knowledge of nutrition education and agriculture. Intermediate knowledge preferred.
- Previous experience working one-on-one with children and parents, preferably in an educational setting.
- Punctuality and exceptional customer service skills.
- Excellent written and verbal skills and competent mathematical skills.
- Excellent computer skills with proficiency in MS Office, especially Excel, and Google Suite.
- Previous experience volunteering/interning with Brighter Bites, a plus.

Operational and Physical Requirements

- Must be able to travel independently to school sites around city area (w/ mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Must be able to transport and store a cart and program materials in personal vehicle during programming season.

*To apply, please send resume and cover letter to
austincareers@brighterbites.net
with "Program Coordinator" in the subject line.*