



brighterbites®

JOB ANNOUNCEMENT

Program Associate, Houston (Part-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 Houston, Brighter Bites partners with the Houston Food Bank to deliver its innovative program model. The Program Coordinator position will require regular travel throughout Harris County and Brazoria County. Brighter Bites offices are located at the Houston Food Bank within the 610 loop.

The Program Associate works primarily at assigned sites (schools/camps) to manage and support Brighter Bites program implementation. This position is part-time and seasonal, requiring candidates to be available for approximately 20 hours per week during the active weeks of programming from June – August and September – May.

Position Description

- Constantly strives to engage families, site partners, and community members in Brighter Bites mission of creating communities of health through fresh food.
- Management of multiple school and camp sites to oversee delivery of Brighter Bites program.
- Onsite at each assigned morning bagging in a leadership role. Oversees bagging process including receiving produce, managing family and community volunteers, problem solving independently with site partners.
- Supports Program Coordinator with afternoon produce distributions including engaging families in healthy recipes, distributing nutrition materials, playing educational games with children, and recording family participation on electronic rosters.
- Completes electronic paperwork on personal phone or Brighter Bites tablet, depending on preference.
- Learns the basic principles of CATCH, the nutrition education program utilized by Brighter Bites, and communicates these messages to site staff, children, and families.

- Works and communicates effectively with key site contacts, volunteers, and families to implement Brighter Bites program policies and procedures while creating and maintaining a friendly, fun, and health-conscious environment.
- Collaborates with Brighter Bites Program Coordinators, Managers, and Director to tailor Brighter Bites program implementation to the culture of each site.
- Communicates with Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.
- May participate in food sample preparation at commercial kitchen on Mondays.
- Picks up and delivers food samples to schools throughout the week.
- Contributes to city-wide social media posts by taking photos during programming.
- Contributes to city-wide community/fundraising/marketing events, as needed (may be on a Saturday or weekday evening).

Responsibilities

- Coordinates and collaborates across departments, sites, and organizations regarding Brighter Bites activities and strategies.
- Assists with all aspects of Brighter Bites program implementation at multiple sites
- Works effectively with key contacts at sites as well as site volunteers regarding all program components and policies including produce bagging, produce distribution, preparation of weekly snack sample, and delivery of nutrition education.
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site.
- Interacts with the public and/or external organizations to facilitate program dissemination.
- Informs management of key activities.
- Communicates with the larger community to share the program's mission.
- Oversees work of volunteers and/or interns at sites to ensure proper program implementation.
- Other duties as assigned.

Requirements

- Desire to work with a mission-driven organization. Passion for sharing the power of fresh food with others, especially children and families.
- Proficient Spanish language skills required. Bilingual (Spanish/English) preferred.
- Ability to work independently, with the support of volunteers and site partners.
- Understanding of key nutrition education concepts.
- Basic culinary skills and strong interest in cooking.
- Previous experience working with children and parents, preferably in an educational setting.
- Stellar writing and interpersonal communication skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Excel spreadsheets, and Google Drive.

Operational and Physical Requirements

- Must be able to travel independently to school sites around Harris and Brazoria County (w/ mileage reimbursement provided).
- Must be able to work actively, on your feet for 3-4 hours at a time, and lift produce boxes/bags 10-50 pounds each continuously on a daily basis.

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Start Date & Work Schedule

- The Program Associate will be assigned to school/camp sites on Mondays to Fridays, at least 3 days/week
- A typical day might include a 1 hour of overseeing produce delivery, 2-3 hours of managing produce bagging, and 1-2 hours of working with Program Coordinator at produce distribution. The times for these program pieces vary at schools depending on when the produce is delivered.
- Dates:
 - Fall programming cycle: early September through mid-December
 - Spring programming cycle: early January through mid-May
 - Summer programming cycle: early June through mid-July

Compensation

- \$15 per hour, for approximately 20 hours per week during the active weeks of programming.

To apply, please send resume and cover letter to
Molly.Oyetunji@brighterbites.org
with “Program Associate” in the subject line.

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