



**brighter**bites®

## **JOB ANNOUNCEMENT**

### **Program Coordinator, NYC (Part-Time to Full-Time)**

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#### 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 utilizes 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 20 million pounds of produce and 100,000s of nutrition education materials to more than 265,000 individuals (including teachers!) at more than 240 schools and camps in Houston, Dallas, Austin, New York City, the Washington, D.C. Metropolitan area, and Southwest Florida. The Partnership for a Healthier America (PHA) recently named Brighter Bites the winner of the 2018 PHA Impact Award. In 2016, Brighter Bites won the Texas Health Champion Award. To learn more about Brighter Bites visit [BrighterBites.org](http://BrighterBites.org).

#### Role

In New York City, Brighter Bites partners with City Harvest to deliver its innovative program model in Queens, Brooklyn, and upper Manhattan. This position will require regular travel throughout these boroughs and to Brighter Bites offices at Queensboro Plaza.

#### Position Description + Responsibilities

- Constantly strives to engage families, site partners, and community members in Brighter Bites mission of creating communities of health through fresh food.
- Manages delivery of Brighter Bites program at multiple school and camp sites:
  - 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.
  - Oversees bagging process, including receiving produce, managing family and community volunteers, and problem solving independently with site partners.
  - Oversees afternoon produce distributions including engaging families in healthy recipes, distributing nutrition materials, playing educational games with children, and recording family participation on electronic rosters.

*The better we nourish, the brighter we flourish.*

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[WWW.BRIGHTERBITES.ORG](http://WWW.BRIGHTERBITES.ORG)

- Prepares and delivers oral presentations to schools, faculty, parents, & volunteers on a consistent basis.
- Tracks program components by maintaining accurate data and reports for each site.
- Oversees work of external volunteers, school volunteers, Brighter Bites Interns, and Brighter Bites Associates at sites to ensure proper program implementation.
- Learns the basic principles of the Coordinated Approach to Child Health (CATCH) curriculum, the nutrition education program utilized by Brighter Bites, and communicates them to site staff, children, and families. Ensures CATCH is implemented at assigned sites, teaching CATCH lessons as needed or assisting in the placement of interns to teach.
- Coordinates and collaborates across departments, sites, and organizations regarding Brighter Bites activities, program strategies, and program policies.
- Interacts with the public and/or external organizations to facilitate program dissemination.
- Contributes to city-wide social media, fundraising/marketing events, and volunteer recruitment and management strategies as needed.
- Other duties as assigned.

### Requirements

- **Applicants must hold an Associate's Degree or above in nutrition, dietetics, community and behavioral health, health education, public health, or nursing. Applicants without these qualifications will not be considered**
- **Bilingual (Spanish/English) strongly preferred.**
- Passion for sharing the power of fresh food with others, especially children and families.
- Basic culinary skills and strong interest in cooking.
- Previous experience working in a school as a teacher, social worker, administrator, etc., a plus
- Basic knowledge of nutrition education and agriculture.
- Previous experience working with children and parents, preferably in an educational setting.
- Excellent written and verbal skills and competent mathematical skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Excel spreadsheets, and Google calendar.
- Previous experience volunteering/interning with Brighter Bites, a plus.

### Operational and Physical Requirements

- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Requires frequent travel to program locations in multiple boroughs (w/transit stipend provided).

### Start Date & Work Schedule

- This will be a part-time to full-time position.
- Part-time hours in June, July, August and September are projected to be 12-15 per week with limited or no hours the weeks of June 24 - 28, July 1 - 5, August 19-23, and August 26-30.
- Beginning October 1, this position will be a full-time year-round position with full benefits.

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*To apply, please send resume and cover letter to  
**[melanie.button@brighterbites.org](mailto:melanie.button@brighterbites.org)**  
 with "Program Coordinator" in the subject line.*