



JOB ANNOUNCEMENT

Sourcing 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 22 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 sourcing associate position will require regular travel throughout Harris County, but the majority of work time will be in the office and the Houston Food Bank warehouse. Brighter Bites offices are located at the Houston Food Bank within the 610 loop.

The sourcing associate works primarily at the Houston Food Bank to manage and support the Brighter Bites produce distribution pillar. 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–July, and September–May.

Position Description

- Promotes the Brighter Bites mission for creating communities of health through fresh food with partners, including but not limited to the Houston Food Bank.
- Reports to program manager and regularly collaborates with other Brighter Bites staff and Houston Food Bank staff.
- Regularly shares successes and challenges and provides insight for improvement.
- Daily creates site produce orders and confirms the Brighter Bites team receives the scanned record of the build.
- Maintains an updated produce inventory by walking the warehouse and communicating with the warehouse associate.
- Provides feedback about produce quality and build accuracy to Houston Food Bank warehouse team.
- Attends weekly meetings with program manager and Houston Food Bank procurement.
- On-boards Houston Food Bank warehouse associate(s) assigned to build Brighter Bites orders with the program manager.

The better we nourish, the brighter we flourish.

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- Collaborates with Brighter Bites program and sourcing managers to identify items to purchase.
- Coordinates with Brighter Bites sourcing manager, Houston Food Bank transportation and receiving teams, as well as other partners to collect produce donations.
- Manages weekly produce sorting and boxing projects at the Houston Food Bank.
- Assists in weekly food sample preparation at the Houston Food Bank.
- Supports Brighter Bites staff in the field.
- Assists with monthly reporting, including but not limited to PEARS.
- Other duties as assigned.

Requirements

- Desire to work in a mission-driven organization.
- Passion for sharing the power of fresh food in the community.
- Familiarity with procurement, logistics, and produce quality.
- Strong written and verbal communication skills.
- Ability to negotiate and sustain relationships.
- Solid judgment and decision-making skills.
- Excellent organizational skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Microsoft Office, Google Suite, and Slack.

Operational and Physical Requirements

- Must be able to travel independently to school sites around Harris County (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 on a daily basis.

Start Date & Work Schedule

- A typical day might include walking the warehouse, communicating with the warehouse associate about the produce quality, tagging pallets for Brighter Bites, communicating in person and by email with warehouse, and receiving staff at the Houston Food Bank regarding produce arrivals.
- 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
[**Lani.Alcazar@brighterbites.org**](mailto:Lani.Alcazar@brighterbites.org)
 with “Sourcing Associate” in the subject line.*