



**brighterbites®**

## **JOB ANNOUNCEMENT**

### **Program Associate, Washington, D.C. (Part-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 23 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 Overview

In Washington D.C., Brighter Bites partners with the Capital Area Food Bank to deliver its innovative program model in Prince George's County, MD. The Program Associate position will require regular travel throughout Prince George's County. Most schools are about a 20-minute drive from downtown Washington, DC, or the Capital Area Food Bank, and they are not metro accessible.

The Program Associate works primarily at assigned sites (schools/camps/early childhood centers) to manage and support Brighter Bites program implementation. This position is part-time and seasonal, requiring candidates to be available for 7-14 hours per week during the active weeks of programming. The fall program runs September – January (16 weeks). The spring program runs late February through May (16 weeks). The summer program runs July 1 – August 15 (7 weeks).

*Candidates who can commit to more than one season are preferred.*

#### Position Description

- Constantly strives to engage families, site partners, and community members in the Brighter Bites mission to create communities of health through fresh food.
- Holds a leadership role at each assigned morning bagging. Oversees the produce bagging process, including meeting the delivery truck, managing family and community volunteers, and problem solving independently with site partners.

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- 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.
- May assist with the preparation of a healthy recipe sample at the food bank's kitchen and distribute it to families.
- Checks families off on a digital roster and enters data into a weekly site survey after each site's distribution 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 them 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 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.
- Contributes to city-wide social media posts by taking photos during programming.
- Contributes to city-wide fundraising/marketing events, as needed.
- 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.
- Advanced Spanish language skills. Bilingual (Spanish/English) preferred.
- Ability to work independently with the support of volunteers and site partners.
- Previous experience leading large groups or volunteers.
- Understanding of key nutrition education concepts.
- Previous experience working with children and parents, preferably in an educational setting.
- Stellar interpersonal communication skills.
- Well-functioning smart phone with sufficient data and GB space.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Excel spreadsheets, and Google calendar.

### Operational and Physical Requirements

- Must be able to travel independently to school sites around Prince George's County, MD region (mileage reimbursement provided), and it is highly recommended that the candidate owns their own car.
- Must be able to travel independently to the Capital Area Food Bank located in Fort Totten, Washington, DC once a week.
- Must be able to work actively on foot for 3-4 hours at a time, and lift 10-50 pounds produce boxes/bags continuously on a daily basis.

### Start Date & Work Schedule

- The position starts in December 2019 for training. We are currently in our fall programming season and are looking for someone who can commit to working with us through at least June 2020; preference is through August 2020 or beyond.
  - o Summer programming season: July - August
  - o Fall programming season: September - January

- Spring programming season: February – May
- Each Tuesday, the Program Associate assists with produce pallets and/or with preparing snack samples at the food bank in addition to a one-hour team meeting. The Capital Area Food Bank is located in Fort Totten at 4900 Puerto Rico Ave NE, Washington, D.C. The Program Associate will be responsible for to 1-2 school sites on Wednesdays, Thursdays, or Fridays.
- During the **summer season**, a typical day will include a 2-4pm shift on Wednesdays and Thursdays. During the **school year**, a typical day will include a 9:30am – 1:00pm shift for bagging, followed by a one-hour break, and then assisting the Program Coordinator with the afterschool distribution from 2-4 PM. Hours may vary.
- Given the morning and afternoon shifts with unpaid breaks in between, this position is ideal for a public health student seeking paid experience in the field.

### Compensation

- \$17 per hour, for approximately 7 - 14 hours per week during the active weeks of programming.
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*To apply, please send resume and cover letter to  
[carolina.moppett@brighterbites.org](mailto:carolina.moppett@brighterbites.org)  
with “DC Program Associate” in the subject line.*