



## JOB ANNOUNCEMENT

### Sourcing Associate, Houston (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. To learn more about Brighter Bites visit <https://brighterbites.org>.

#### Role

The sourcing associate works primarily to manage and support the Brighter Bites produce distribution and logistics. This position is part-time and seasonal, requiring candidates to be available for approximately 3-4 days and up to 30 hours per week during active weeks of programming.

#### Position Description

- Creates site produce orders and confirms the Brighter Bites team receives the scanned record of the build.
- Maintains an updated produce inventory and communicates with the warehouse associate.
- Provides feedback about produce quality and build accuracy to the warehouse team and Senior Program Managers.
- Attends weekly meetings with program manager and vendor procurement team.
- On-boards warehouse associate(s) assigned to build Brighter Bites orders with the program manager.
- Collaborates with Brighter Bites program and sourcing managers to identify items to purchase.
- Coordinates with Brighter Bites sourcing manager, vendor transportation and receiving teams, as well as other partners to collect produce donations.
- Manages weekly produce sorting and boxing projects.
- Maintains accurate records and updates produce spreadsheet as necessary
- Reports to Senior Program Manager and regularly collaborates with other Brighter Bites staff and produce vendor staff.
- Regularly shares successes and challenges and provides insight for improvement.
- Supports Brighter Bites staff in the field as needed.
- Assists with monthly reporting, including but not limited to PEARS.
- Other duties as assigned.

The better we nourish, the brighter we flourish.

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

## Requirements

- 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 (mileage reimbursement provided).
- Must be able to work actively for 3-4 hours at a time and lift produce boxes/bags 10-50 pounds each continuously 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 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 30 hours per week during the active weeks of programming.
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*To apply, please send resume and cover letter to  
[Jessica.Schauman@brighterbites.org](mailto:Jessica.Schauman@brighterbites.org)  
with “Sourcing Associate” in the subject line.*