



JOB ANNOUNCEMENT

Senior Operations Coordinator, Houston (Full-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 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

Overseen by a Senior Program Manager and Regional Program Director, the Senior Operations Coordinator will play a supporting role in overseeing specific programmatic activities in Houston with primary responsibility for managing the day-to-day logistics involving the planning, ordering, boxing (and/or mixed pallet building), warehousing, and delivery of produce. The Senior Operations Coordinator position requires excellent organizational, analytical, interpersonal, and writing skills, as well as the exercise of extensive discretion and independent judgment.

Position Description

- Collaborates with Senior Program Managers to design the produce distribution schedule for each programming period.
- Collaborates with Senior Program Managers and Sourcing Manager on the placement of produce orders and program supplies.
- Collaborates with Houston Food Bank staff on produce receipt, warehousing, sourcing, and use of space.
- Designs box recipes and bulk orders to be sent to sites, and works with the food bank on all delivery matters.
- Supervises Brighter Bites Houston Food Bank-based staff involved in produce work.
- Leads volunteer recruitment efforts for food bank-based efforts.
- Assists with onboarding and training of program staff on matters related to produce operations.
- Implements and manages program policies and procedures.
- Supports Senior Program Managers in gathering necessary information to complete monthly, quarterly and annual reports.
- Supports special projects, office management and inventory, event preparation and Brighter Bites staff in the field, as necessary.

The better we nourish, the brighter we flourish.

HOUSTON · DALLAS · AUSTIN · NEW YORK CITY · WASHINGTON, D.C. · SOUTHWEST FLORIDA · SALINAS

WWW.BRIGHTERBITES.ORG

Requirements

- Desire and passion in working with a mission-driven organization related to children and families.
- Previous experience managing groups of volunteers, interns, and/or part time staff a plus.
- Strong people management skills;
- Bachelor's degree or higher in nutrition, public health, or a related field, or a minimum of 4 years of relevant experience.
- Strong project management skills, including a proven ability to meet deadlines.
- Previous experience or clear passion for working with children, families, and diverse cultures.
- Comfort reporting to multiple organizational stakeholders and collaborating across departments and teams.
- Ability to adapt work style and behaviors to a variety of settings including office and community partner sites.
- ServSafe certification, Human Subject Research (CITI) certification preferred.

Operational and Physical Requirements

- Must be able to travel independently to school sites around city area (w/ mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, gender expression, sex, pregnancy, ancestry, domestic partner status, disability, sexual orientation, age, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to
katie.degen@brighterbites.org
with “Senior Operations Coordinator” in the subject line.