

# JOB ANNOUNCEMENT

## Program Coordinator, City (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. To learn more about Brighter Bites visit <https://brighterbites.org>.

### Role

The Brighter Bites Program Coordinator is responsible for the successful implementation of the program at assigned schools or sites. In coordination with his/her city team, the Program Coordinator will organize program activities in areas including but not limited to: weekly recipe preparation, program implementation and evaluation, Brighter Bites site operations, CATCH nutrition education implementation, and volunteer recruitment and engagement. At the discretion of the city's team leader, coordinators may also be responsible for some of the three main pillars of Brighter Bites (food access, nutrition education, fun food experience).

### Position Description

- Assists with all aspects of Brighter Bites program implementation in assigned schools/sites, including effectively managing relationships with key site contacts and volunteers.
- Ensures nutrition education curriculum is implemented at assigned sites.
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site.
- Informs both school principals and Brighter Bites management of key activities and makes periodic program evaluation and progress reports.
- Prepares and delivers oral presentations at professional meetings as assigned.
- Acts as onsite supervisor of part-time Program Associates, interns, and volunteers at each site to ensure proper program implementation.
- As assigned, participate in program working groups and support the corresponding activities
- Other duties as assigned.

### Requirements

- Must be willing to follow and enforce CDC guidelines at all times, including but not limited to: wearing a mask, wearing disposable gloves, and social distancing.
- Bilingual (Spanish/English) a plus.
- Bachelor's degree in nutrition, public health, education or a related field, or 4 years or more of relevant experience.
- Previous experience working in an educational setting, a plus.
- Excellent written and verbal skills
- Excellent computer skills with proficiency in MS Office, especially Excel.

- Ability to manage large groups of people
- Comfortable with giving presentations to small and large groups
- Previous experience volunteering/interning with Brighter Bites, a plus.

### Operational and Physical Requirements

- Must be able to travel independently to school sites in Queens, Brooklyn and Manhattan
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Must be willing to work outdoors at site locations for multiple hours at a time.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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

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