JOE ANNOUNCEMENT
Senior Program Manager, Austin (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

The Senior Program Manager will play a central role in the management of programmatic activities for Austin’s operations, overseen by the Regional Program Director. The Senior Program Manager works independently and collaboratively with Brighter Bites staff to manage and implement local programming. Other responsibilities include delivery of trainings, site monitoring, and evaluation management for Brighter Bites. This position requires excellent analytical, interpersonal, organizational, and writing skills, as well as independent judgment. The Senior Program Manager oversees program staff, including a Senior Operations Coordinator with responsibility for produce program logistics.

General Responsibilities

- Responsible for implementing all aspects of Austin’s programming, including but not limited to produce distribution, volunteer management, fun food experience, and nutrition education.
- Building and maintaining relationships with program sites, staff, and volunteers.
- Supporting implementation of evaluation methodology.
- Supporting produce procurement, logistics, and related relationships.
- Assisting in identifying schools for Brighter Bites programmatic needs.
- Facilitating operations, scheduling, supervising staff, tracking all program components, and managing and reporting program-related data and expenses.
- Implementing and managing policies and procedures.

The better we nourish, the brighter we flourish.
In coordination with Regional Director, making administrative decisions, budgeting, assisting with local fundraising efforts, and managing special partnerships, marketing opportunities, relationships, and human resources.

Acting as manager and partner liaison for any Brighter Bites office or storage spaces.

Requirements

- Desire and passion to work with a mission-driven organization related to children and families.
- Excellent written and interpersonal communication skills.
- Experience giving oral presentations.
- Experience managing full-time employees (preferred).
- Strong project management and problem solving skills.
- Comfort being managed remotely, reporting to multiple stakeholders, and collaborating remotely across departments and teams.
- Ability to adapt to different work styles and behaviors.
- Willingness to work occasional flexible hours.
- Ability to travel to various locations and to be able to lift up to 50 pounds.
- Bachelor’s degree or higher in nutrition, public health, or a related field preferred.
- Conversational Spanish a plus.
- Ability to show proof of COVID vaccination. Brighter Bites will consider accommodations for disability and religious based reasons.

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 julie.macpherson@brighterbites.org with “Senior Program Manager” in the subject line.