



brighter**bites**®

JOB ANNOUNCEMENT

Program Associate, New York (Part-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 brighterbites.org.

Role

The Program Associate works primarily at assigned schools/sites in Brooklyn, Queens and Manhattan to support Brighter Bites' produce distributions. This position is part time, requiring candidates to be available for approximately 3-4 days per week for a total of 15 - 20 hours per week. Weekly schedules may change from week to week.

Position Description

- Works onsite to manage the produce distribution in collaboration with the site Program Coordinator.
- Ensure proper program implementation, including: managing produce distributions, managing all supplies and materials, supervising and leading large groups of volunteers, and ensuring safety procedures are implemented.
- Assists the Program Coordinator with tracking Brighter Bites program components by maintaining accurate data and daily reports for each site.
- Constantly strives to engage families, site partners, and community members to create and maintain a welcoming, fun, and health-conscious environment at all times.
- Communicates with the Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.
- 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.
- Advanced Spanish language skills a plus. Bilingual (Spanish/English) preferred.
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people.
- Proficient computer skills, including comfort using phone/tablet apps and MS Office.
- Previous experience volunteering/interning with Brighter Bites is a plus.

The better we nourish, the brighter we flourish.

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WWW.BRIGHTERBITES.ORG

- Desire to work with a mission-driven organization that shares the power of fresh food with others, especially children and families.

Operational and Physical Requirements

- Must be able to travel independently to school sites (travel stipend provided).
- Must be able to work indoors and outdoors, actively for 4-7 hours at a time and lift boxes and supplies 10-50 pounds each continuously on a daily basis.
- Must be willing to bring and manage supplies at sites daily.

Start Date & Work Schedule

- The Program Associate will be assigned to a school/site 15-20 hours per week as needed. Weekly work schedule will change from week to week.
- A typical day will include overseeing produce delivery and working with a Program Staff to bag and distribute produce for 4-6 hours, while supplies last. The times for these distributions vary depending on produce delivery schedules and amount of produce at each site.
- A typical schedule can be: 7:45AM – 3:00PM, including Produce Delivery, Bagging and Distribution.

Compensation

- \$17 per hour, for approximately 15-20 hours per week during active programming.
- Accrual and use of sick-time in accordance with NYC's Paid Sick Leave Law.

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
with "Program Associate" in the subject line.*