



JOB ANNOUNCEMENT

Senior Operations Coordinator, Washington, D.C. (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 Operations Coordinator will play a supporting role in overseeing programmatic activities in their home city's operations, overseen by the city's Senior Program Manager and Regional Program Director. The Senior Operations Coordinator will be the direct supervisor of the city's Program Associates and/or Program Interns. The Senior Operations Coordinator is also responsible for overseeing the day-to-day logistics of program delivery as it relates to warehousing, transportation, and delivery of produce. The Senior Operations Coordinator position requires excellent analytical, interpersonal, organizational, and writing skills, as well as the exercise of extensive discretion and independent judgment.

Position Description

- Acts as the direct supervisor of Program Associates and/or Program Interns, including scheduling, ensuring program implementation, and administrative duties
- Collaborates with Senior Program Manager to determine produce distribution schedule for each programming period
- Collaborates with Senior Program Manager to assist with the placement of produce orders and daily logistics/details of working with produce and transportation partners
- Works collaboratively with Program Coordinators on identifying and promoting best practices at each site

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- Assists with onboarding and training of all program staff
- Implements and manages program policies and procedures
- Supports Senior Program Manager 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

Requirements

- Desire and passion for 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 (can be done once hired)

Operational and Physical Requirements

- Must be able to travel independently to school sites around DC metro 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, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

*To apply, please send resume and cover letter to
emily.owen@brighterbites.org
 with "Senior Operations Coordinator" in the subject line.*

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