



brighterbites®

JOB ANNOUNCEMENT

Program Associate, (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 <https://brighterbites.org>.

Role

The Program Associate works primarily at assigned schools/sites to support Brighter Bites program implementation alongside the Program Coordinator, including volunteer coordination, nutrition education, and support of the fun food experience. This position is part-time and seasonal, requiring candidates to be available for approximately 2-4 days per week up to 30 hours available per week for the next school year (September - June). There will be gaps in our program during the winter and spring break.

Position Description

- Works on-site to manage the produce bagging and distribution in collaboration with the site Program Coordinator.
- Ensures proper program implementation, including supervising and leading large groups of volunteers, managing produce logistics, and educating volunteers, parents, and children on basic nutrition education topics.
- 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.
- Effectively communicates nutrition education messages to participants.
- Participates in food sample preparation on-site as needed.
- Contributes to evening community events as needed (if available).
- 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 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.
- Desire to work with a mission-driven organization that shares the power of fresh food with others, especially children and families.
- Ability to show proof of COVID vaccination. Brighter Bites will consider accommodations for disability and religious based reasons.

Operational and Physical Requirements

- Must be able to travel independently to school/sites in (mileage reimbursement provided).
- Must be able to work actively for 3-4 hours at a time and lift produce boxes/bags 10-50 pounds each continuously on a daily basis.
- Must be able to bring and manage supplies to sites daily.

Start Date and Work Schedule

- In addition to a weekly virtual meeting on Mondays, the Program Associate will be assigned to schools 1 - 3 days/week (Tuesday - Thursday). A typical day will include overseeing produce delivery, leading a team to bag produce, and working with a Program Coordinator to distribute produce to families.
- The schedule will vary to fit the needs of the site.
- A typical day may include overseeing produce delivery, managing produce bagging for 2 - 3 hours, and working with a Program Coordinator at produce distributions for 1 - 2 hours. The times for these program pieces vary depending on produce delivery schedules, school dismissal time and numbers of families served at each site.
 - A typical (sample schedule):
 - 9:30AM - 11:00AM: Oversee produce delivery and set-up
 - 11:00AM - 1:00PM: Produce Bagging
 - 1:00PM - 2:00PM: Unpaid Lunch Break
 - 2:00PM - 4:00PM: Produce Distribution

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 original, 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 "Program Associate" in the subject line.*

The better we nourish, the brighter we flourish.