



**brighter**bites®

## **JOB ANNOUNCEMENT**

### **Program Associate, Austin (Part-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 [brighterbites.org](http://brighterbites.org).

#### Role

The Program Associate works primarily at assigned schools/sites to support Brighter Bites' produce distributions alongside the Program Coordinator. This position is part time and temporary, requiring candidates to be available for approximately 2-3 days per week, 10-20 hours per week, until at least the end of the spring school semester.

#### Position Description

- Works onsite in collaboration with the site Program Coordinator during the Produce Bagging and Produce Distribution.
- Ensures proper program implementation, including: Supervising and leading groups of volunteers, managing produce logistics, and educating volunteers, parents, and children on basic nutrition education topics. Manages indoor or outdoor produce distributions, managing supplies and materials, 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.
- Learns the nutrition education curriculum and effectively communicates these messages to program participants.
- Contributes to evening community events, as needed and able.
- Other duties as assigned.

#### Requirements

- Must be willing to follow and enforce evolving CDC and local guidelines, including but not limited to: wearing a mask, wearing disposable gloves, and social distancing.
- Some conversational Spanish language skills needed. Bilingual (Spanish/English) preferred.
- Comfortable with giving presentations to small and large groups.
- Ability to manage/direct large groups of people (typically 10-20 volunteers).
- Understanding of key nutrition concepts, basic culinary skills, and/or strong interest in cooking.
- Proficient computer skills, including comfort using phone/tablet apps and MS Office.

- Previous experience volunteering/interning with Brighter Bites is a plus.
- Must be on time, able to work independently, and reliable.
- 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 (some mileage reimbursement provided).
- Must be able to work indoors & outdoors actively for 3-6 hours at a time and lift 10-50 pounds continuously on a daily basis.
- Must have a smart phone in order to message team and track time (stipend provided).
- Must be able to manage supplies and bring them to your sites.

### Start Date & Work Schedule

- In addition to a weekly team meeting on Mondays, the Program Associate will be assigned to schools 2-3 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 daily schedule will vary to fit the needs of the site. Morning shifts are approximately 7am-11am. There is an unpaid break in between the morning and afternoon shift, with distributions beginning approximately 12-2pm. The afternoon shift may go as late as 5:30pm.
- There will be no work during the winter break, some holidays, and the week of spring break.

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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, 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 to  
[lori.hoadley@brighterbites.org](mailto:lori.hoadley@brighterbites.org)  
with “Program Associate” in the subject line.*

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