



## **JOB ANNOUNCEMENT**

### **Program Associate (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 <https://brighterbites.org>.

#### **Role**

The Brighter Bites Program Associate works primarily at assigned schools/sites to support Brighter Bites' outdoor, contactless, drive-thru 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 for a total of 10-20 hours per week.

#### **Position Description**

- Works onsite to manage the produce packing and distribution in collaboration with the site Program Coordinator.
- Ensures proper program implementation, including managing contactless, outdoor, drive through 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.
- Consistently 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

- Bilingual (Spanish/English) a plus.
- Comfortable with giving presentations to small and large groups.
- 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 around city area (w/ mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Must be willing to work outdoors at site locations for multiple hours at a time.

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Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to  
[michael.carpenter@brighterbites.org](mailto:michael.carpenter@brighterbites.org)  
with "Program Associate" in the subject line.*

**The better we nourish, the brighter we flourish.**