



**brighter**bites®

## **JOB ANNOUNCEMENT**

### **Program Associate, Washington, D.C. (Part-Time, 1-2 positions)**

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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 in Prince George's County, MD and Washington, D.C. to organize and facilitate Brighter Bites' program activities, especially those related to: program implementation and volunteer recruitment and management. This part-time position is seasonal, requiring candidates to be available for approximately 20-25 hours per week during the active weeks of programming in fall, spring and ideally summer. A typical work week includes a virtual team meeting on Monday and 3 days (Tuesday - Thursday) at assigned schools/sites. Candidates who can commit to the full school year (fall/spring) are preferred.

#### Position Description

- Works onsite to manage the produce distribution in collaboration with the site Program Coordinator at multiple sites for the Brighter Bites program, including delivery of produce, bagging produce, and distributing nutrition educational materials.
- Ensures proper program implementation, including: managing produce bagging, 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, such as recording family participation and completing site surveys after each distribution.
- Motivates staff, volunteers, and families to try different fruits and vegetables included in the bags by encouraging them to try different recipes provided each week.
- 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.
- Must be bilingual (Spanish/English).
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people.
- Exceptional customer service skills.
- Proficient computer skills, including comfort using phone/tablet apps and MS Office.
- Previous experience volunteering/interning with Brighter Bites is a plus.
- Basic culinary skills and interest in cooking is a plus.
- Passion for sharing the power of fresh food with others, especially children and families.

### Operational and Physical Requirements

- Must be able to travel independently to school sites (may be eligible for travel mileage reimbursement).
- 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 able to transport supplies to assigned sites.

### Start Date & Work Schedule

- The Program Associate will be assigned to multiple schools/sites approximately 20 hours per week as needed. Work schedule might change from week to week.
- A typical day will include overseeing produce delivery and working with Program Staff at a produce bagging and distribution 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 during the school year (late September to early June) is: 9:30AM - 3:00PM Produce Delivery, Bagging, and Distribution. A summer schedule is typically mid-July to mid-August.

### Compensation

- \$17 per hour, for approximately 20-25 hours per week during active programming.

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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*  
[rajni.sood.laurent@brighterbites.org](mailto:rajni.sood.laurent@brighterbites.org)  
*with "Program Associate" in the subject line.*

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