



brighterbites

JOB ANNOUNCEMENT

Program Coordinator, Washington, D.C. and Prince George's County, MD (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 Brighter Bites Program Coordinator will organize activities of the Brighter Bites program in areas including but not limited to: community relations, program implementation and evaluation, Brighter Bites site operations, CATCH implementation, and volunteer recruitment and engagement. In addition to managing the sites they are assigned, coordinators will have “focus areas” which include the three main pillars of Brighter Bites (food access, nutrition education, fun food experience).

Position Description

- Coordinates and collaborates across departments, sites, and organizations regarding Brighter Bites activities and strategies.
- Assists with all aspects of Brighter Bites program implementation including publicizing and communicating nutrition education information to various stakeholders.
- Manages multiple sites for Brighter Bites program, including program schedules, location and distribution schedules, and budgetary implications.
- Works effectively with key contacts at sites as well as site volunteers regarding all program components and policies including produce bagging (when necessary), produce distribution, preparation of snack samples (when possible) and delivery of nutrition education.
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site.
- Collaborates with Brighter Bites team on development, implementation, and management of program policies and procedures.
- Interacts with the public and/or external organizations to facilitate program dissemination.

- Informs management of key activities and makes periodic program evaluation and progress reports.
- Communicates with the larger community to share objectives and outcomes.
- Prepares and delivers oral presentations at professional meetings as assigned.
- Helps ensure Coordinated Approach to Child Health (CATCH) curriculum is implemented at assigned sites, assisting teachers with their CATCH lessons as needed and motivating their students or assisting in the placement of interns to teach.
- Oversees work of external interns, volunteers, and/or Brighter Bites Associates at sites to ensure proper program implementation.
- Assists and/or lead fundraising, marketing, community engagement or outreach events as needed (may include some weekends).
- Other duties as assigned.

Requirements

- Bilingual (Spanish/English) preferred.
- Passion for sharing the power of fresh food with others, especially children and families.
- Bachelor's degree in nutrition, public health, education or a related field.
- Basic culinary skills and strong interest in cooking.
- Previous experience working in a school as a teacher, social worker, administrator, etc, a plus
- Basic knowledge of nutrition education and agriculture.
- Previous experience working with children and parents, preferably in an educational setting.
- Excellent written and verbal skills and competent mathematical skills.
- Excellent computer skills with proficiency in MS Office, especially Excel.
- Previous experience volunteering/interning with Brighter Bites, a plus.

Operational and Physical Requirements

- Must be able to travel independently to school sites in Washington, D.C. and Prince George's county, Maryland (w/ mileage reimbursed). Please note public transport to sites may not be possible.
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.

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.

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WWW.BRIGHTERBITES.ORG

To apply, please send resume and cover letter to
rajni.sood.laurent@brighterbites.org
with "Program Coordinator" in the subject line.

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