



JOB ANNOUNCEMENT

Program Associate, Austin (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 brighterbites.org.

Role

The Program Associate works primarily at assigned schools/sites to support Brighter Bites' program implementation alongside the Program Coordinator. This position is part time and seasonal, requiring candidates to be available for approximately 2-3 days per week, 10-20 hours per week.

Position Description

- Works onsite to manage produce bagging and distribution in collaboration with the site Program Coordinator.
- 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.
- Assists the Program Coordinator with tracking Brighter Bites program components by maintaining accurate data and daily reports for each site.
- 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

- Some conversational Spanish language skills needed. Advanced or bilingual (Spanish/English) preferred.
- Comfortable with giving presentations to small and large groups.
- Ability to lead/direct large groups of people (typically 10-20 volunteers).

- Understanding of key nutrition concepts, basic culinary skills, and/or strong interest in cooking.
- Proficient tech skills, including comfort using phone/tablet apps and Google Workspace.
- 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.

Operational and Physical Requirements

- Must be able to travel independently to schools (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 smartphone 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. Produce bagging shifts are generally 7am-11am. There is an unpaid break in between the bagging and distribution shift, with produce distributions approximately 2pm-5pm.
- There will be no work during some holidays; including Thanksgiving, winter break, and the week of spring break.

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 to
lori.hoadley@brighterbites.org
 with "Program Associate" in the subject line.*

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