



**brighter**bites®

## **JOB ANNOUNCEMENT**

### **Program Associate, Dallas (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). To learn more about the Program Associate position, visit [this link here](#).

#### Role

The Program Associate works primarily at assigned schools and sites to support Brighter Bites program implementation alongside the Program Coordinator, including volunteer coordination, nutrition education, and support of the fun food experience. This employee leads volunteers in the preparation of produce bags for the school community. In addition, oversee the delivery of bulk produce, confirm delivery contents, sign off on invoices, and support the full-time Coordinator during the afternoon distribution. This position is part-time and seasonal, requiring candidates to be available for approximately 2-3 days and up to 15 hours per week during the fall, spring, and summer programming.

#### Position Description

- Works onsite to manage the produce bagging and distribution in collaboration with the site Program Coordinator.
- Ensures proper program implementation, including supervising and leading large 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.
- 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.
- Effectively communicates nutrition education messages to participants.
- Contributes to evening community events, as needed and able.
- 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.

- Conversational Spanish language skills are helpful for this role, bilingual (Spanish/English) is preferred.
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people (typically 10-20 volunteers).
- 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.

#### Operational and Physical Requirements

- Must be able to travel independently to school sites (mileage reimbursement provided).
- Must be able to work actively for 3-5 hours at a time and lift boxes and supplies 10-50 pounds each continuously on a daily basis.
- Must be able to work outdoors depending on assigned site logistics.

#### Start Date & Work Schedule

- **Anticipated hiring week:** January 27<sup>th</sup> or February 3<sup>rd</sup> (dependent on HR timeline)
  - o *We are on holiday and interviews will begin as early as January 7<sup>th</sup>, 2025*
- Team meetings are held on Mondays. The Program Associate will be assigned to school/sites at least **2 days** a week Tuesday through Friday.
- Our program operates on an alternating rotation during the school year, and you can anticipate the same schools and timeframes as your schedule.
- A typical day might include overseeing the morning produce delivery, managing the bagging assembly, and working with a Program Coordinator at an afternoon produce distribution. The times for these program pieces vary depending on produce delivery schedules at each site. Programming logistics may allow for an unpaid break between the morning and afternoon shifts.
- Additional school and community events, depending on staff availability.
- There will be no work during some holidays; including Thanksgiving, winter break, the week of spring break, and certain weeks during the summer.

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  
[maryann.aguinaga@brighterbites.org](mailto:maryann.aguinaga@brighterbites.org)  
 with "Program Associate" in the subject line.*

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