



brighterbites

Job Description Data Assistant

Title: Data Assistant (part-time)
Reports to: Director of Analytics
Location: Houston, TX

Start Date: November 1, 2017

About Brighter Bites

Brighter Bites is a 501(c)(3) nonprofit organization that brings healthy choices into the homes, minds, and mealtimes of families who live in underserved communities. For 16 weeks during the school year and 8 weeks during the summer, Brighter Bites provides: 1) 50 servings (~25lbs) of fresh fruits and vegetables to participating families each week, 2) nutrition education taught in the classroom through a train the trainer model, as well as handbooks, recipe cards and healthy tip sheets for parents, and 3) a fun food experience consisting of a healthy recipe tasting for families to try when they pick up their produce.

Since inception in 2012, Brighter Bites has distributed > 13Mlbs of produce to more than 20,000 separate families whose kids attend over 100 different schools, camps, and after school programs. To learn more about Brighter Bites, visit www.brighterbites.org.

Position Description

The Brighter Bites Data Assistant will assist with data collection and management for Brighter Bites program implementation. This will include but is not limited to: data entry, data cleaning, field data collection, testing and documenting data interfaces, updating surveys, and responding to and resolving data requests from Brighter Bites staff. This is a part-time position for 10 - 15 hours / week and the schedule is flexible, which is ideal for students. **However, candidates will be required to respond to work requests within normal business hours of all business days (Monday - Friday, 9am to 5pm).**

General Responsibilities

- Provide support for and maintenance of Brighter Bites data.
- Assist in creating and replicating reports.
- Enter non-digital data and assist in cleaning databases.
- Data collection in the field (Houston-area schools)
- Assist with documenting and managing all measurements of Brighter Bites program implementation.
- Work effectively with local and remote employees.
- Interact with the public and/or external organizations to facilitate data collection.
- Provide data – related software support for Brighter Bites staff.
- Other duties as assigned.

Qualifications

- A passion for Brighter Bites' mission and research objectives.
- Education: Enrolled in or completed Bachelor's degree in any statistical or mathematics field, or social sciences (with experience in data management)
- Experience: Minimum 1 year experience with digital data management, preferably in a research or IT setting. **Experience requirement waived with coursework in data analysis and / or statistical software.**
- Excellent oral and written communication skills.
- Must be comfortable with software and technology for the purposes of troubleshooting software, coding, and hardware.
- Knowledge of or coursework in MS Excel, and/or other statistical applications to perform various types of data analysis.
- Attention to detail.
- Spanish fluency is preferred but not required.

Operational and Physical Requirements

- Travel (<20% of time): Must be able to travel independently to school sites around city area (w/ mileage reimbursed).
- Must be able to lift or move boxes / bags (up to 25 lbs).

To apply, please send resume and cover letter to gregory.bounds@brighterbites.org with the subject line "Data Assistant".

