



brighterbites

Job Announcement

Program Associate, NYC (seasonal, part-time)

Organization and Role

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 > 13M lbs. 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

- **Manages program components** at multiple sites for Brighter Bites program, including:
 - Receiving delivery of produce
 - Bagging produce
 - Managing roster to record attendance and ensuring roster is current
 - Preparation and distribution of recipe samples
 - Providing nutrition educational materials to families.
 - Completion of site survey after each distribution.
- **Works and communicates effectively with Brighter Bites staff and key contacts** to successfully implement the Brighter Bites program and create a health-conscious environment.
 - Interacts with site staff to facilitate implementation of program policies and procedures.
 - Manages volunteers in produce bagging/distribution as well as recipe preparation/distribution
 - Motivates staff, volunteers, and families to try different fruits and vegetables by encouraging them to try recipe samples.
 - Collaborates with Program Director to tailor program implementation to the each site.
 - Communicates with Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.
 - Informs Program Director about key activities in a timely manner
- Other duties as assigned.

Requirements

- A passion for sharing the power of fresh food with others, especially children.
- Experience working with parents and children, preferably in an educational setting.

- Exceptional customer service skills.
- Excellent written and verbal skills.
- Basic culinary skills and interest in cooking.
- Basic computer proficiency.
- Ability to work independently, with the support of volunteers and school/camp partners.
- Bilingual (Spanish/English) preferred

Operational and Physical Requirements

- Must be able to travel independently to school sites around Queens region (w/ travel reimbursed).
 - Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
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*To apply, please send resume and cover letter to
mike.pomeroy@brighterbites.org*

