



brighterbites

Job Announcement

Program Coordinator, Austin (full-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 in Houston, Dallas, and Austin. For 16 weeks during the school year and eight weeks during the summer, Brighter Bites provides: 1) 25-30 pounds (over 50 servings) 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 our inception in 2012, Brighter Bites has distributed more than 13,000,000 pounds of produce, in addition to nutrition education materials, to over 30,000 separate families whose kids attend 100 different schools, camps, and after school programs in our three Texas cities.

The Brighter Bites Program Coordinator will organize activities of the Brighter Bites program in areas including but not limited to: weekly recipe preparation, community relations, fundraising/marketing events, program implementation and evaluation, Brighter Bites site operations, CATCH nutrition education implementation, and volunteer recruitment and engagement. In addition to managing the sites they are assigned, coordinators will also have a focus area in one of the three main pillars of Brighter Bites (food access, nutrition education, fun food experience):

- Coordinators whose focus area is the FUN FOOD EXPERIENCE will spearhead planning and execution of the weekly recipe sample, ensuring that enough is prepared for all sites each week through prep work in an on-site commercial kitchen. This coordinator will strive to choose Brighter Bites recipes for the fun food experience that “match” at least one of the produce items that families will receive each week. In order to equip families with the ability to use all produce, this coordinator will also plan ahead and provide necessary tip sheets, how-to’s, and recipe cards for distribution to other coordinators in their city. This coordinator will guide distribution and food engagement strategies and drive delivery and communication of the healthy topic each week of programming. This role will also contribute to expanding this pillar to include additional offerings to participants, such as cooking demos and classes.

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.
- Manages multiple sites for Brighter Bites program, including program schedules, location and distribution schedules, and budgetary implications.
- Manages weekly recipe preparation, with assistance, and fun food experience strategy.
- Expands on existing nutrition education program materials, including developing and preparing weekly food demonstrations and recipe handouts.
- Works effectively with key contacts at sites as well as site volunteers.
- 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, teaching individual CATCH lessons as needed.
- Contributes to Austin social media posts and newsletter with on-site photos and content.
- Oversees work of external interns, volunteers, and/or Brighter Bites Associates at sites to ensure proper program implementation.
- Assists with Austin fundraising/marketing events, as needed (may include some weekends).
- Other duties as assigned.

Requirements

- Advanced Spanish language skills required. Bilingual (Spanish/English) preferred.
- Passion for sharing the power of fresh food with others, especially children.
- Bachelor's degree in nutrition, public health, or a related field.
- Intermediate culinary skills and strong interest in cooking required.
- Basic knowledge of nutrition education and agriculture.
- Previous experience working with children, preferably in an educational capacity.
- 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 around city area (w/ mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.

*To apply, please send resume and cover letter to
maggie.whittington@brighterbites.org
 with "Program Coordinator" in the subject line*

