



Job Announcement

Program Associate: Produce Sourcing, Dallas (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 the underserved communities of Houston, Dallas, and Austin. For 16 weeks during the school year and eight weeks during the summer, Brighter Bites provides 1) 25-30 pounds of fresh fruits and vegetables to each participating family 2) nutrition education consisting of handbooks, recipe cards, healthy tip sheets, and support for the implementation of a coordinated school health program, and 3) a fun food experience for everyone to try together when they pick up their produce at school dismissal.

Brighter Bites partners with the North Texas Food Bank to provide families with the access to produce pillar of the program. The Brighter Bites Program Associate: Produce Sourcing, Dallas position will be doing work primarily in the refrigerated warehouse of the North Texas Food Bank (NTFB) building, developing and monitoring the quality of produce orders for the Brighter Bites program. This position will be seasonal and on an as-needed basis for approximately 20 hours per week, 30 hours max. **Applicants must be able to regularly and safely lift up to 50 pounds of produce, and must be comfortable working in a refrigerated warehouse environment for several hours at a time.**

Position Description

- Liaise between the Brighter Bites office and the NTFB warehouse staff, ensuring clarity of program produce needs.
- Work with NTFB warehouse staff daily to organize and identify specific produce for the orders in preparation for delivery to Brighter Bites sites.
- Ensure orders include a seasonal variety of 8-12 produce items per family and that all produce is of the highest quality and freshness.
- Enter produce orders into an online system and communicate specifics of orders to Brighter Bites and NTFB teams in a timely manner each morning of the programming season.
- Maintain records of produce orders and records of monthly produce pounds distributed and regularly update Program Director.
- Also, as needed, assist with other Brighter Bites Program Associate duties in the field, including:
 - Manage program components at multiple sites for Brighter Bites program, including receiving produce delivery, managing volunteers during produce bagging, and distributing food sample, recipe cards, and nutrition materials.
 - Keep updated rosters of family participation at each assigned site.
 - Complete site coordinator survey after each distribution.

- Work and communicate effectively with key contacts at sites as well as site volunteers and families to successfully implement program and create a health-conscious environment.
- Motivate staff, volunteers, and families to try different fruits and vegetables included in the bags by encouraging them to try different recipes provided every week.
- Data collection and data entry to further the Brighter Bites body of research.
- Attend online and in-person trainings relevant to job duties.
- Interact with staff at assigned Brighter Bites sites to facilitate implementation of program policies and procedures.
- Collaborate with Brighter Bites Program Coordinators and Director to tailor Brighter Bites program implementation to the culture of each site.
- Communicate with Brighter Bites team to share successes and areas of improvement for each assigned site and provide insight on how to improve.
- Inform Program Director of key activities.

Requirements

- A passion for sharing the power of fresh food with others, especially children.
- General knowledge about produce and an understanding of the need for produce variety to meet Brighter Bites program goals.
- Exceptional customer service skills.
- Excellent written and verbal skills.
- Ability to make mathematical computations quickly.
- Computer proficiency, especially with excel and software programs.
- Data management, records retention, and organizational skills.
- Ability to work independently.

Operational and Physical Requirements

- Must be able to travel independently to the food bank and 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.
- Must be comfortable working in a refrigerated warehouse environment on occasion.

To apply, please send resume and cover letter to
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and
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