



brighterbites

Job Description NYC Program Director

Title: NYC Program Director
Supervises: Program Associates and Program Interns
Reports to: Senior Program Director

Start Date: July 5, 2017

End Date: June 30, 2018 (position extension dependent on transition from pilot to full launch)

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.

City Harvest / Brighter Bites Partnership

Brighter Bites is embarking on a national expansion of its innovative program model with City Harvest as its partner food bank in New York City. From July 2017 – June 2018, Brighter Bites will implement a pilot at two sites in Northwest Queens. Pending the pilot's success, the NYC program will be expanded to new sites and additional staff will be hired to be overseen by the Program Director. The Program Director position will be funded and supervised remotely by Brighter Bites with day-to-day tasks completed in direct collaboration with City Harvest staff. The position will be based out of City Harvest's Midtown Manhattan office with frequent travel to Northwest Queens.

Position Description

The Program Director will coordinate across departments regarding Brighter Bites activities and strategies, working closely with City Harvest staff to identify, recruit, and manage relationships with program implementation sites. The Program Director will implement all aspects of the pilot including food procurement and distribution logistics, program training and implementation at host sites, data tracking and reporting, evaluation, and budgeting. Pending the pilot's success, the Program Director will oversee expansion to new sites in NYC and supervise additional Brighter Bites staff.

General Responsibilities

Facilitate all aspects of Brighter Bites strategic planning and program implementation, including:

- Oversee logistics related to food procurement, inventory, and distribution.
- Build and maintain relationships with host sites, staff, and volunteers.
- Provide training to site staff on safe food handling and to deliver high-quality nutrition education.
- Develop educational materials and lead cooking demonstrations for program participants.
- Support the development and implementation of evaluation methodology.
- Track and report on program data, and prepare budget and fiscal recommendations.
- Promote the program among external organizations, prospective host sites, and families, and prepare written and oral presentations.
- Prepare meeting agendas and facilitate ongoing communication interdepartmentally and among program workgroups.
- Manage and enhance program policies and procedures.

Logistical Responsibilities

In coordination with City Harvest Operations and Programs staff:

- Create and manage produce procurement and distribution plans.
- Keep informed of planned inbound loads and assess quality upon arrival.
- Flag produce for program allocation with consideration to the needs of other City Harvest programs.
- Schedule, recruit volunteers for, and lead weekly produce repacks.
- Coordinate with Transport team on delivery routing and communicate any delays, cancellations, or rescheduling requests in a timely manner.
- Be present for and support the offloading of produce at program implementation sites.

Program Implementation Responsibilities

Ensure that host sites:

- Receive program orientation, as well as nutrition education training and supplies.
- Implement 16 weeks of programming during the school year and 8 weeks during the summer.
- Recruit a steady group of volunteers for on-site produce repacks.
- Provide an average of 25 lbs. of high-quality produce to each participant per weekly distribution.
- Host “fun food experiences” during weekly distributions.
- Organize a committee of staff that meet regularly on site to coordinate wellness policies and events.

Qualifications

- *Desire and passion in working with a mission-driven organization.* We're looking for teammates who are not only curious about the world of increasing food access and food literacy, but who also have enthusiasm and drive to help us change that world.
- *Stellar writing and interpersonal communication skills.* You will often be the face of Brighter Bites in the community and with partners that enable our programming, and the Program Director must have a positive and strategic presence on Brighter Bites' behalf. The Program Director will also be expected to give oral presentations, and some experience in this realm is required.

- *Strong candidates will possess:*
 - Master's degree or higher in nutrition, public health, or a related field, or 5+ years of managerial experience in a nonprofit setting.
 - Strong project management skills, including a proven ability to meet deadlines.
 - Previous experience or clear passion for working with children, families, and diverse cultures.
 - Comfort being managed remotely, reporting to multiple organizational stakeholders, and collaborating across departments and teams.
 - Ability to adapt work style and behaviors to a variety of settings including office, warehouse, and community partner sites.
 - Willingness to work flexible hours with some early morning (7am) or evening (6pm) work required.
 - Willingness to lift and move produce-filled bags and boxes at distributions, ranging in weight from 10 to 50 lbs.
 - Understanding of NYC subways and willingness to commute to multiple locations in the work day.
 - ServSafe certification preferred, however food handler training may be provided upon hiring.
 - Spanish proficiency a plus.
-

To apply, please send resume and cover letter to careers@brighterbites.org with the subject line "NYC Program Director".

