



**brighterbites**

## Job Announcement

### Program Associate, Houston (seasonal, part-time)

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#### 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. For 16 weeks during the school year and eight weeks during the summer, Brighter Bites provides: 1) 20-25 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 16,000,000 pounds of produce, in addition to nutrition education materials, to well over 30,000 separate families.

The Brighter Bites Associate works primarily at assigned sites (schools/camps) to organize and facilitate Brighter Bites' program activities, especially those related to program implementation and volunteer recruitment and engagement. This position is seasonal, requiring candidates to be available for up to 30 hours per week during the active weeks of programming in fall, spring, and summer. Candidates who can commit to the full school year (fall/spring) are preferred.

#### Position Description

- Manages produce distributions and other program components at multiple sites for Brighter Bites program, including receiving delivery of produce, bagging produce, and distributing nutrition educational materials.
- Records family participation at each distribution on rosters
- Ensures rosters are current.
- Completes site survey after each distribution.
- Works and communicates effectively with key contacts at sites, as well as site volunteers and families, to successfully implement the Brighter Bites program and create a health-conscious environment.
- Motivates staff, volunteers, and families to try different fruits and vegetables included in the bags by encouraging them to try different recipes provided every week.
- Interacts with school staff at assigned Brighter Bites sites to facilitate implementation of program policies and procedures.
- Collaborates with Brighter Bites Program Coordinators and Manager to tailor Brighter Bites program implementation to the culture of each site.
- Communicates with Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.

- Informs management of key activities.
- 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 city area (w/ mileage 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*  
**[molly.martin@brighterbites.org](mailto:molly.martin@brighterbites.org)**

