



brighterbites®

Job Announcement

Program Associate, Dallas (seasonal, part-time)

Organization

Brighter Bites is a 501(c)(3) nonprofit organization that creates communities of health through fresh food. Our goal is to change behavior among children and their families to prevent obesity and achieve long-term health.

We operate an evidence-based, comprehensive, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. 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 more than 17 million pounds of produce to more than 40,000 separate families whose kids attend over 100 different schools, camps, and after school programs. We have active programming in Houston, Dallas, Austin, New York, Washington, D.C., and SW Florida.

Role

The Brighter Bites Program Associate works primarily at assigned sites (schools/camps) to organize and facilitate Brighter Bites' program activities, especially those related to program implementation, volunteer management and engagement, and recipe sample preparation in our commercial kitchen. This position is part-time and seasonal, requiring candidates to be available for up to—but no more than—30 hours per week during the active weeks of programming this July, this fall, and next spring. Candidates who can commit to the full upcoming school year (fall/spring) are preferred.

Position Description

- Assists Program Coordinator with weekly bulk food prep for the recipe sample in our commercial kitchen.
- Manages produce bagging and distribution at multiple sites per week, including receiving delivery of produce, leading and managing volunteers, engaging participants in our fun food experience, distributing nutrition educational materials, playing educational games with children, and recording family participation on electronic rosters.
- Completes electronic site paperwork daily after each distribution to ensure collection of correct and current data.
- Works and communicates effectively with key site contacts, volunteers, and families to implement Brighter Bites program policies and procedures while creating and maintaining a friendly, fun, and health-conscious environment.

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- Learns the basic principles of CATCH, the nutrition education program utilized by Brighter Bites, and communicates these messages to site staff, children, and families.
- Assists Program Coordinators with support of CATCH nutrition education lessons and/or Produce Activities in the classroom.
- Collaborates with Brighter Bites Program Coordinators, Manager, and Director 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.
- Contributes to city-wide social media posts by taking photos during programming.
- Contributes to city-wide fundraising/marketing events, as needed.
- Other program-related duties/projects as assigned.

Requirements

- Desire in working with a mission-driven organization. Passion for sharing the power of fresh food with others, especially children and their families.
- Basic culinary skills and strong interest in fresh food and the role it plays in community health.
- Previous experience working with children and parents, preferably in an educational setting a plus.
- Punctuality and exceptional customer service skills.
- Stellar writing and interpersonal communication skills and basic mathematical skills.
- Excellent computer skills with proficiency in MS Office, especially Excel, including comfort in using phone/tablet apps and Google calendar.
- Ability to work independently, with the support of volunteers and site partners.
- Availability for both a morning and afternoon shift at a school/camp site 2-4 days per week + a team meeting 1 afternoon per week at our office.
- Advanced Spanish language skills and bilingual (Spanish/English) preferred.

Operational and Physical Requirements

- Must be able to work actively, on your feet for 3-4 hours at a time, and lift produce boxes/bags weighing between 10-50 pounds each continuously on a daily basis.
- Must be able to travel independently to program sites in Dallas and Collin counties (with travel reimbursed).
- Must be able to transport and store program materials in personal vehicle during programming season.
- Must have a reliable cell phone for using during programming season (with partial reimbursement).

Compensation

- \$15 per hour, commensurate with experience, for approximately 20 hours per week (with a max of 30 hours) during the active weeks of programming.

To apply, please send resume and cover letter to Jacqueline.noyola@brighterbites.org with "Program Associate" in the subject line.

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