



JOB ANNOUNCEMENT

Program Associate, Houston (Part-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that provides reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food.

Since 2012, Brighter Bites has provided more than 22 million pounds of produce and 100,000s of nutrition education materials to more than 53,000 families and teachers in Houston, Dallas, Austin, New York City, Washington, D.C., and Southwest Florida.

Role

In Houston, Brighter Bites partners with the Houston Food Bank to deliver its innovative program model. The Program Coordinator position will require regular travel throughout Harris County and Brazoria County. Brighter Bites offices are located at the Houston Food Bank within the 610 loop.

The Program Associate works primarily at assigned sites (schools/camps) to manage and support Brighter Bites program implementation. This position is part time and seasonal, requiring candidates to be available for approximately 20 hours per week during the active weeks of programming from June–August and September–May.

Position Description

- Constantly strives to engage families, site partners, and community members in Brighter Bites mission of creating communities of health through fresh food.
- Reports to Program Manager but regularly collaborates with Program Coordinators.
 - *Program Coordinators are considered the shift supervisors while staff are onsite.*
 - Collaborates with team to tailor Brighter Bites program implementation to the culture of each site.
 - Informs management of key activities.
- Communicates with Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.
- Manages multiple school/camp sites, overseeing delivery of Brighter Bites produce bagging component.

The better we nourish, the brighter we flourish.

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- Works onsite in a leadership role during the produce bagging process, including receiving produce, problem solving independently with site partners, creating a friendly atmosphere of hospitality and fun, and leading short nutrition discussions with volunteers.
- Manages family and community volunteers and/or interns at sites to ensure proper program implementation.
- Completes internal reports after each shift to track program fidelity.
- Supports Program Coordinator during afternoon produce distributions, including engaging families in healthy recipes and topics, distributing nutrition materials, playing educational games with children, and recording family participation on electronic rosters.
- Completes electronic paperwork/reporting on personal phone or Brighter Bites tablet, depending on preference.
- Learns the basic principles of our nutrition education pillar, including CATCH (the nutrition education program utilized by Brighter Bites) and communicates these messages to site staff, children, and families.
- 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.
- May participate in weekly food sample preparation at commercial kitchen on Mondays.
- May assist in managing weekly produce sorting and boxing projects at the Houston Food Bank.
- Picks up and delivers recipe samples to schools/camps throughout the week while adhering to safe food handling practices.
- Communicates with the larger community to share the program's mission and may interact with the public and/or external organizations to facilitate program dissemination.
- Contributes to social media posts by taking photos during programming.
- Contributes to citywide community/fundraising/marketing events, as needed (may be on a Saturday or weekday evening).
- Other duties as assigned.

Requirements

- Desire to work with a mission-driven organization.
- Passion for sharing the power of fresh food with others, especially children and families.
- Proficient Spanish language skills required. Bilingual (Spanish/English) preferred.
- Ability to work independently, with the support of volunteers and site partners.
- Understanding of key nutrition education concepts.
- Basic culinary skills and strong interest in cooking.
- Previous experience working with children and parents, preferably in an educational setting.
- Stellar writing and interpersonal communication skills.
- Intermediate computer proficiency, including comfort using phone/tablet apps, Excel spreadsheets, Google Drive, and Slack.

Operational and Physical Requirements

- Must be able to travel independently to school sites around Harris and Brazoria County (mileage reimbursement provided).
- Must be able to work actively, on your feet for 3-4 hours at a time, and lift produce boxes/bags 10-50 pounds each continuously on a daily basis.

Start Date & Work Schedule

- The Program Associate will be assigned to school/camp sites at least 3 days/week (Monday-Friday).
- A typical day might include 1 hour overseeing produce delivery, 2-3 hours managing produce bagging, and 1-2 hours working with a Program Coordinator at a produce distribution. The times for these program pieces vary depending on produce delivery schedules at each site.
- Dates:
 - Fall programming cycle: early September through mid-December
 - Spring programming cycle: early January through mid-May
 - Summer programming cycle: early June through mid-July

Compensation

- \$15 per hour, for approximately 20 hours per week during the active weeks of programming.

*To apply, please send resume and cover letter to
Katie.Degen@brighterbites.org
with “Program Associate” in the subject line.*