



brighterbites®

## JOB ANNOUNCEMENT

### Program Associate, New York City (Part-Time)

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#### 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 utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit [brighterbites.org](http://brighterbites.org).

#### Role

The Program Associate works primarily at assigned schools/sites to support Brighter Bites program implementation alongside the Program Coordinator, including volunteer coordination, nutrition education, and support of the fun food experience. This position is part-time and seasonal, requiring candidates to be available for approximately 2-3 days and up to 20 hours per week during active weeks of programming.

#### Position Description

- Works onsite to manage the produce bagging and distribution in collaboration with the site Program Coordinator.
- Ensures proper program implementation, including supervising and leading large groups of volunteers, managing produce logistics, and educating volunteers, parents, and children on basic nutrition education topics.
- Assists the Program Coordinator with tracking Brighter Bites program components by maintaining accurate data and daily reports for each site.
- Constantly strives to engage families, site partners, and community members to create and maintain a welcoming, fun, and health-conscious environment at all times.
- Communicates with the Brighter Bites team to share successes and challenges for each assigned site and provides insight for improvement.
- Effectively communicates nutrition education messages to participants.
- Participates in weekly food sample preparation at commercial kitchen as needed.
- Contributes to evening community events as needed.
- Other duties as assigned.

#### Requirements

- Advanced Spanish language skills required.
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people.
- Previous experience working in an educational setting.

*The better we nourish, the brighter we flourish.*

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- Proficient computer skills, including comfort using phone/tablet apps and MS Office.
- Previous experience volunteering/interning with Brighter Bites, a plus.

### Operational and Physical Requirements

- Must be able to travel independently to school sites (mileage reimbursement provided).
- Must be able to work actively 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/sites at least **2** days/week (Wednesday--Friday).
- A typical day might include overseeing produce delivery, managing produce bagging for 2-3 hours, and working with a Program Coordinator at a produce distribution for 1-2 hours. The times for these program pieces vary depending on produce delivery schedules at each site.
- A typical schedule is
  - o 8AM - 11:30AM: Produce Bagging
  - o 11:30AM - 1:00PM: Unpaid lunch break
  - o 1:00PM - 4PM: Produce Distribution
  - o Additional school and community events, depending on staff availability.

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*To apply, please send resume and cover letter to  
[christina.blick@brighterbites.org](mailto:christina.blick@brighterbites.org)  
with "Program Associate" in the subject line.*