



brighterbites®

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 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.

Role

The Program Associate works primarily at assigned schools/sites to support Brighter Bites program implementation alongside the Program Coordinator, including volunteer coordination, produce bagging & distribution, 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.
- Contributes to evening community events as needed.
- Other duties as assigned.

Requirements

- Some conversational Spanish language skills needed. **Bilingual (Spanish/English) preferred.**
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people.
- Previous experience working in an educational setting preferred.
- Proficient computer skills, including comfort using phone/tablet apps and MS Office.
- Previous experience volunteering/interning with Brighter Bites, a plus.
- Must be on time, able to work independently, and reliable.

- Desire to work with a mission-driven organization that shares the power of fresh food with others, especially children and families.

Operational and Physical Requirements

- Must be able to travel independently to school sites (mileage reimbursement provided).
- Must be able to work indoors & outdoors actively for 3-6 hours at a time and lift 10-50 pounds continuously on a daily basis.
- Must have a smartphone in order to message team and track time (stipend provided).
- Must be able to manage supplies and bring them to your sites.

Start Date & Work Schedule

- The Program Associate will be assigned to school/sites at least 3-4 days/week (Tuesday--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 **8 AM – 10AM: Produce Bagging**
 - o **11AM – 12:30PM: Unpaid lunch break**
 - o **230 PM – 4PM: Produce Distribution**
 - o Additional school and community events, depending on staff availability.
- There will be no work during some holidays; including Thanksgiving, winter break, and the week of spring break.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, gender expression, sex, pregnancy, ancestry, domestic partner status, disability, sexual orientation, age, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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

The better we nourish, the brighter we flourish.

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