



JOB ANNOUNCEMENT

Program Manager, Bensalem, PA (Temporary Full Time - Grant Funded)

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 <https://brighterbites.org>.

Role

Brighter Bites is seeking a dedicated program manager for a temporary position funded through September 30, 2025 and subject to grant renewal. This role will be responsible for coordinating with six Bensalem Township schools to implement the CATCH curriculum and Brighter Bites programmatic elements, which include fresh produce access and bilingual recipe demonstrations for parents. The program manager will play a pivotal role in ensuring the successful execution of our mission in the Bensalem area.

Key Responsibilities

- School Collaboration: Collaborate with the identified Bensalem Township schools to establish strong working relationships with school staff, teachers, and administrators.
- CATCH Curriculum Implementation: Oversee the implementation of the CATCH (Coordinated Approach to Child Health) curriculum within the participating schools, ensuring that nutrition education aligns with Brighter Bites' goals.
- Produce Distribution: Coordinate the distribution of fresh produce to families, including organizing delivery logistics, tracking inventory, and ensuring the quality of produce.
- Nutrition Education: Facilitate bilingual nutrition education sessions for parents, providing resources and support to encourage healthy eating habits at home.
- Community Engagement: Act as a liaison between Brighter Bites and the Bensalem community, fostering partnerships and engaging local stakeholders to support program objectives.
- Data Collection: Maintain accurate records of program participation, produce distribution, and nutrition education activities, and submit reports as required by the grant.
- Grant Compliance: Ensure compliance with all grant requirements and reporting deadlines and assist in grant reporting efforts.

- Hire, manage and train a team of individuals for programming duties. Such positions will include a Program Coordinator and Program Associates.
- Other duties as assigned.

Qualifications

- Bachelor's degree in a related field (e.g., public health, nutrition, education).
- Experience in program management and community engagement.
- Bilingual proficiency in English and Spanish is preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Passion for promoting healthy lifestyles and nutrition education.

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.
- Must be willing to work outdoors at site locations for multiple hours at a time.

Benefits

- The Program Manager will have full access to benefits administered by Insperity, our Professional Employer Organization (PEO), during the employment term.

Note

- This position is contingent upon the availability of grant funding. If additional grant funds are not secured, the position may not be continued beyond September 2025.

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to
shey.hall@brighterbites.org
with "Bensalem Program Manager" in the subject line.*

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