



brighterbites®

JOB ANNOUNCEMENT

Program Associate, San Antonio (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, 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 18 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

- **Ability to show proof of COVID vaccination.** Brighter Bites will consider accommodations for religious and medical reasons. New hires must provide religious or medical documentation confirming the exemption.
- Must be willing to follow and enforce CDC guidelines at all times, including but not limited to: wearing a mask, wearing disposable gloves, and social distancing.
- 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.
- 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 actively for 4-5 hours at a time and lift produce boxes/bags 10-50 pounds each continuously on a daily basis.
- Must be able to work outdoors depending on assigned site logistics

Start Date & Work Schedule

- The Program Associate will be assigned to school/sites **3** days per week (Tuesday-Thursday). Additionally, the Program Associate will be asked to attend weekly 1-hour team meetings.
- Brighter Bites San Antonio holds programming on an alternating rotation, with 3 schools participating during Week A, and the remaining 3 during Week B. The daily schedule will vary to fit the needs of the site.
- **Current vacancy:** Tuesday-Thursday
- **Anticipated Start Date:** November 18, 2024 (or sooner depending on successful completion of background check process)
- A typical day might include overseeing produce delivery, managing produce bagging for 2-4 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.
- Additional school and community events, depending on staff availability.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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

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