



**brighter**bites

## Job Announcement

### Program Associate, Washington, D.C. and Prince George's County, MD (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 [www.brighterbites.org](http://www.brighterbites.org).

#### Role

The Brighter Bites Program Associate works primarily at assigned schools/sites to organize and facilitate Brighter Bites' program activities related to: program implementation and volunteer recruitment and engagement. This position is part-time and seasonal, requiring candidates to be available for approximately 3 days and up to 10-20 hours per week during the school year semesters (fall and spring) as well as a select number of weeks in the summer. Candidates who can commit to the full calendar year (summer and school year) are preferred.

#### 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 other school community events as needed.
- Other duties as assigned and determined.

#### Requirements

- Conversational Spanish language skills needed. **Bilingual (Spanish/English) preferred.**
- Passion for sharing the power of fresh food with others, especially children and families.
- Basic culinary skills and interest in cooking.

- Exceptional customer service skills.
- Comfortable with giving presentations to small and large groups.
- Ability to manage large groups of people.
- Proficient computer skills, including comfort using phone/tablet apps and MS Office/Suite.
- Previous experience working with children and parents, preferably in an educational setting.
- Previous experience volunteering/interning with Brighter Bites, a plus.
- Excellent written and verbal skills and competent mathematical skills.
- Ability to work independently, with the support of volunteers and school/camp partners.
- Punctual and reliable.

## Operational and Physical Requirements

- Must be able to travel independently to school sites around the city area (mileage is reimbursable).
- Must be able to work actively for 5-7 hours at a time and lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Must be able to work outdoors depending on assigned site logistics.
- Must be able to manage supplies and bring them to your sites.

## Start Date & Work Schedule

- The Program Associate will be assigned to sites roughly 3 days/week (Tuesday-Thursday). Additionally, the Program Associate will be asked to attend weekly 1-hour team meetings on Monday.
- Brighter Bites DC holds programming on an alternating rotation, with some sites participating during Week A, and the remaining sites during Week B. The daily/weekly schedule will vary to fit the needs of the sites and the Program Associate hours will be adjusted according to the schedule.
- **A typical day *might* be:**
  - o Week A
    - 9:30 AM – 11 AM: Produce Delivery
    - 11 AM – 1 PM: Produce Bagging
    - 1 PM – 2 PM: Unpaid lunch break
    - 2 PM – 3 PM: Produce Distribution
  - o Week B
    - 12 PM – 2 PM: Food Box Delivery
    - 2 PM – 3 PM: Food Box Distribution
- Additional school and community events, depending on need.
- There will be no work during some holidays; including Thanksgiving, winter break, spring break, and the break between school year program and summer program (typically June).

## Compensation

- \$17.95-\$20 per hour, for approximately 10-20 hours per week during active programming.

*To apply, please send resume and cover letter to  
**[rajni.sood.laurent@brighterbites.org](mailto:rajni.sood.laurent@brighterbites.org)**  
 with “Program Associate” in the subject line.*

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