



## Job Announcement

### Senior Operations Coordinator, Washington, D.C.

#### **Organization and Role**

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>.

This position will provide direct support to a pilot program model (BB 2.0) in Washington, D.C. and Prince George's county during the 2025–2026 school year.

The Senior Operations Coordinator will work in tandem with existing program staff to support a smooth and successful transition to the 2.0 model at partner schools in Prince George's County, MD, and the District of Columbia. The Senior Operations Coordinator will also assist with the management of Brighter Bites 1.0 "traditional" partner schools. The Senior Operations Coordinator will organize program activities including but not limited to: community relations, program implementation/evaluation, site operations, nutrition education, and volunteer recruitment/engagement. The Senior Operations Coordinator position requires excellent analytical, interpersonal, organizational, and writing skills, as well as the exercise of extensive discretion and independent judgement.

Responsibilities of the Senior Operations Coordinator include,

#### **Nutrition Education & Programming:**

Ideal candidates will have experience, and/or a background in primary education for grades Kindergarten through 5th.

The Senior Operations Coordination will,

- Manage all aspects of Brighter Bites program implementation at multiple partner sites, including program schedules, location and distribution schedules, and budgetary implications.
- Directly deliver nutrition education lessons to elementary school children as well as workshops for children, families and teachers.
- Support the implementation of CATCH classroom lessons by teachers (where applicable).
- Work effectively with key points of contacts, and volunteers at sites to manage all program components and policies including: produce bagging (if applicable), produce distribution, and weekly snack sample preparation.
- Coordinate and collaborate across departments, sites, and organizations regarding Brighter Bites activities and strategies.
- Oversees work of external interns, volunteers, and/or Brighter Bites Associates at sites to ensure proper program implementation.

### **Operations:**

The Senior Operations Coordinator in conjunction with the Senior Program Manager will oversee the day-to-day logistics of program delivery as it relates to produce sourcing, and transportation.

The Senior Operations Coordination,

- Collaborates with the Senior Program Manager to assist with the placement of produce orders and daily logistics/details of working with produce and transportation partners.
- Supports the Senior Program Manager in gathering necessary information to complete monthly, quarterly and annual reports.
- Supports special projects, inventory management and event preparation
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site.
- Implements and manages program policies and procedures.
- Act as the direct supervisor of Program Interns, including recruitment, onboarding, training, scheduling, supervision and mentoring, implementation and other administrative duties.
- Support special projects, office management and inventory, event preparation and Brighter Bites staff in the field, as necessary.

### **Business Development:**

The Senior Operations Coordinator will be an ambassador for BB 1.0 and 2.0 programming, helping to raise awareness of Brighter Bites, and stewarding all types of partnerships.

The Senior Operations Coordinator,

- Assists with fundraising/marketing events as needed (may include some weekends).
- Interacts with Brighter Bites funders, partner organizations, public and/or external organizations to facilitate and support program dissemination.
- Prepares and delivers presentations at networking meetings as necessary.
- Promote Brighter Bites 1.0 and 2.0 programming amongst schools and other key stakeholders.
- Seek, establish and grow partnerships with individuals and organizations to support the BB mission and achieve strategic growth goals, including the Brighter Bites DC Advisory Board.

### **Requirements**

- Conversational Spanish language skills needed. Bilingual (Spanish/English) strongly preferred.
- Passion for sharing the power of fresh food with others, especially children and families.
- Bachelor's degree in nutrition, public health, education or other related fields.
- Basic culinary skills and basic knowledge of nutrition education and agriculture.
- Previous experience working with children and parents, preferably in an educational setting.
- Excellent written and verbal skills and competent mathematical skills.

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- Excellent computer skills with proficiency in MS Office, especially Excel.
- Strong people, and process management skills, including a proven ability to meet deadlines.
- Comfortable reporting to multiple stakeholders and collaborating across departments and teams.
- Ability to adapt work style and behaviors to a variety of settings including office and community partner sites.

#### Operational and Physical Requirements

- Must be able to travel independently to school sites around Prince George's County and the Washington, DC area (with mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.

#### Start Date, Work Schedule & Funding Note

- This position is expected to begin in September/October 2025 and will be contingent upon final funding approval from the PGCPs Office of Community Schools and other grant sources.
- The anticipated work schedule will be Monday to Friday from 9am-5pm EDT (occasional weekend activities may apply).
- This is a hybrid-remote position. The Senior Operations Coordinator will work part of the time remotely from home or another designated location and part of the time at partner sites or office locations. This position requires occasional "in-office" presence for team meetings and events.

#### Compensation

- \$58,000-\$60,000 annual salary.

*To apply, please send resume and cover letter to  
[rajni.sood.laurent@brighterbites.org](mailto:rajni.sood.laurent@brighterbites.org)  
 with "Senior Operations Coordinator" in the subject line.*

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