



JOB ANNOUNCEMENT

Program Associate II, Salinas Valley (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 <https://brighterbites.org>.

Role

The Program Associate II works primarily at assigned schools/sites to support Brighter Bites program implementation alongside the Senior Program Manager, 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 20 hours per week during active weeks of programming.

Position Description

- Works onsite at various schools throughout Monterey County and Watsonville to manage the produce receipt and distribution
- 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 Senior Program Manager 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.

The Program Associate II will assist the Senior Program Manager to oversee program implementation at our partner schools/sites, with responsibilities including:

The better we nourish, the brighter we flourish.®

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- Effectively managing relationships with key site contacts and volunteers
- Ensures nutrition education curriculum is implemented at assigned sites
- Tracks Brighter Bites program components by maintaining accurate data and reports for each site
- Informs both school principals and Brighter Bites management of key activities and makes periodic program evaluation and progress reports
- Works onsite to manage the produce receipt and distribution
- Coordinates with our foodbank partner for produce inventory and bagging
- 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
- Other duties as needed

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.
- 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.
- Must have a current driver's license and carry the minimum amount of insurance as required by law
- Must be willing, on occasion, to transport items necessary for program implementation at the sites/schools

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 II will be assigned to school/sites 3 days/week (Tuesday-Friday). Additionally, the Program Associate II will be asked to attend weekly 1-hour team meetings.
- Brighter Bites of Salinas Valley holds programming on an alternating rotation, with 3 Watsonville schools participating during Week A, and Monterey County

schools on Weeks B and C. The rotation is ABAC. The daily schedule will vary to fit the needs of the site.

- Additional school and community events, depending on staff availability.

Compensation

- \$24-26 per hour

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
michelle.mccarty@brighterbites.org
with "Program Associate II" in the subject line.*