



## JOB ANNOUNCEMENT

### Program Associate, Salinas Valley (Part-Time)

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#### **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 works primarily at assigned schools/sites in Monterey County to support Brighter Bites' produce distributions. Our main office is in Salinas and you may, on occasion, need to work in Watsonville. This position is part time, requiring candidates to be available for approximately 3-4 days (Monday – Friday) per week for a total of 10-20 hours per two-week pay period. The hours are daytime, during school and just after school dismissal.

#### **Position Description**

- Works onsite to manage the produce distribution in collaboration with the site's program coordinator.
- Ensure proper program implementation, including: managing contactless, outdoor, produce distributions, managing all supplies and materials, supervising and leading groups of volunteers, and ensuring safety procedures are implemented.
- Assists 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.
- Other duties as assigned.

#### **Requirements**

- Spanish/English bilingual preferred.
- Must be able to pass a background check.

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- 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.
- Previous experience volunteering/interning with Brighter Bites is a plus.
- 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 (travel stipend provided).
- Must be able to work outdoors, actively for 2-4 hours at a time and lift boxes and supplies 10-50 pounds each continuously on a daily basis.
- Must be able to bring and manage supplies to sites daily.

### **Start Date & Work Schedule**

- The Program Associate will be assigned to a school/site 10-20 hours per two-week pay period as needed.
- A typical day will include overseeing produce delivery and working with a Program Staff at a produce distribution for 2-4 hours, while supplies last. The times for these distributions vary depending on produce delivery schedules and amount of produce at each site.
- Hours are typically between 9:00AM – 4:00PM, Produce Delivery, Bagging, and Distribution.

### **Compensation**

- \$17-20 per hour, for approximately 10-20 hours per two-week pay period during active programming.

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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](mailto:michelle.mccarty@brighterbites.org)**

*with “Program Associate” in the subject line.*

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