



brighterbites®

## **JOB DESCRIPTION**

### **Senior Operations Coordinator, Greater DC Metro (Full-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>.

#### **Position Summary**

The Senior Operations Coordinator is responsible for the successful implementation of the Brighter Bites fee-for-service program at schools in Prince George's County. This program model offers components of the Brighter Bites traditional model to schools in an "à la carte" style, with each school selecting the type and frequency of service that fit their budget. Services include grocery boxes, culinary demonstrations, in-classroom nutrition education lessons, and family nutrition workshops. Reporting to the Senior Program Manager, the Senior Operations Coordinator works independently from Brighter Bites traditional program model, yet collaborates with the broader program team to ensure successful implementation of all Brighter Bites programming across the Greater DC Metro.

The ideal candidate is a mission-driven professional with a background in program coordination, operations management, and relationship-based sales or business development. They bring hands-on experience managing multi-site programs with complex logistics; a proven ability to build and grow partnerships with schools, community organizations, and institutional stakeholders; and the drive to expand Brighter Bites fee-for-service reach across Prince George's County and neighboring Maryland counties. Equally important is a genuine passion for serving diverse communities — this person understands the unique needs of families and children from varied cultural and socioeconomic backgrounds and is motivated by the opportunity to improve health outcomes through equitable access to fresh food and nutrition education.

#### **Essential Job Functions**

- Manage all aspects of Brighter Bites fee-for-service program, including sales and business development, contract execution, program scheduling and logistics, vendor coordination, invoicing, and service delivery in schools.
- Cultivate and strengthen partnerships with Community School Coordinators across

partner schools, prioritizing responsiveness, reliability, and a customer service-oriented approach.

- Serve as the scheduling liaison between school partners and vendors, coordinating delivery timelines, distribution windows, and program calendars to maintain consistent operations across all partner sites.
- In collaboration with the Finance team, manage the invoicing process for all partner sites, ensuring timely and accurate billing that accurately reflects service agreements, modifications, and delivery status.
- Track and maintain accurate program data across all partner sites, using findings to assess program impact, inform continuous quality improvement, and support reporting to internal and external stakeholders.
- Represent the program at networking events, community meetings, and professional convenings, delivering compelling presentations that build awareness and grow stakeholder engagement.
- Coordinate with school partners to ensure understanding and adherence to program policies and procedures, maintaining consistency and quality across all sites.
- Deliver nutrition education lessons, utilizing the CATCH curriculum, in elementary grade-level classrooms. Facilitate nutrition and culinary education workshops with families.

### **Other Job Functions**

- Serve as shift supervisor of part-time Program Associates, interns, and volunteers assigned to program sites.
- Support special projects, inventory management, and event preparation.
- Assist with fundraising and marketing events, as needed.

### **Qualifications**

- Bachelor's degree in business administration, sales & marketing, nonprofit management, or a related field, or 4 years or more of relevant experience.
- Strong relationship building and partnership management skills.
- Experience in account management, sales or business development, and billing cycles.
- Highly organized with strong attention to detail, including experience managing competing priorities in a fast-paced environment, maintaining accurate records, and consistently meeting program and reporting timelines.
- Excellent written and verbal communication skills; ability to adapt communication to a variety of settings and stakeholders.
- Strong public speaking skills with experience presenting to institutional stakeholders and leading professional meetings and convenings.
- Excellent computer skills with proficiency in MS Excel.
- Comfortable reporting to multiple stakeholders and collaborating across departments and teams.
- Conversational Spanish language skills required; bilingual (Spanish/English) strongly preferred.
- Previous experience working in an educational setting, a plus.
- Previous experience volunteering/interning with Brighter Bites, a plus.

### **Operational and Physical Requirements**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to travel independently to school sites in Prince George’s County (with mileage reimbursed).
- Must be able to lift produce/food boxes weighing between 10-50 pounds each on a continuous basis.
- Must be willing to work outdoors at site locations for multiple hours at a time.

### **Work Schedule**

- The Senior Operations Coordinator will work part of the time at partner schools or office locations, with in-office presence required for team meetings and events.
- The Senior Operations Coordinator’s daily activities will vary throughout the year, depending on the school year calendar and milestones. During the school year, the Senior Operations Coordinator may be working at schools 10-15 hours/week.
- Anticipated schedule is Monday through Friday, 8am-4pm, and must be willing and able to receive deliveries at schools prior to 8am if needed. Occasional weekend activities may apply.

### **Compensation**

- Annual salary: \$60,458 – 67,176

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  
[megan.hall@brighterbites.org](mailto:megan.hall@brighterbites.org)  
with "Senior Operations Coordinator" in the subject line.*

*The better we nourish, the brighter we flourish.®*

**WWW.BRIGHTERBITES.ORG**