



JOB ANNOUNCEMENT

Program Coordinator, North County, San Diego (Full-Time, Hybrid)

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>.

As a Program Coordinator, you'll play an important role in bringing our mission to life by working directly with schools, volunteers, and families to ensure weekly produce distributions and program activities run smoothly.

Position Summary

The Program Coordinator is responsible for coordinating Brighter Bites programming at assigned school sites throughout San Diego County. This role is highly community-focused and combines logistics, relationship building, volunteer coordination, and data collection to ensure successful weekly produce distributions and family engagement.

The ideal candidate enjoys working with people, is comfortable managing multiple priorities independently, and thrives in a role that combines field work with administrative responsibilities.

You will succeed here if:

- You enjoy building relationships with people from diverse communities.
- You're organized and dependable.
- You're comfortable solving problems on the fly.
- You enjoy working both independently and as part of a team.
- You don't mind being active, working outdoors at times, and pitching in where needed.
- You're passionate about improving access to healthy food for children and families.

Essential Job Functions

School & Program Coordination

- Coordinate weekly Brighter Bites programming at approximately six assigned school sites.
- Receive produce deliveries and organize weekly distribution activities.
- Set up and oversee produce bag packing with volunteers and school partners.
- Ensure weekly produce distributions are organized, safe, and welcoming for participating families.
- Troubleshoot logistical challenges and adapt to changing site needs.

Relationship Management

- Build and maintain positive relationships with school site leads, teachers, administrators, and community partners.
- Serve as Brighter Bites' primary point of contact during weekly school visits.
- Communicate regularly with school staff regarding schedules, program logistics, and upcoming events.

Family Engagement & Registration

- Assist families with Brighter Bites registration and mobile app check-in.
- Support participants during weekly produce pickups.
- Ensure participant information is accurately collected and maintained.

Data & Reporting

- Record participation and distribution data using Brighter Bites systems.
- Maintain accurate records to support organizational reporting and grant requirements.
- Communicate site updates, successes, and challenges to the Program Manager.

Nutrition Education Support

- Work with school partners to support implementation of required nutrition education activities.
- Distribute educational materials and recipes during produce distribution events.

General Support

- Coordinate and support volunteers during weekly programming.
- Participate in team meetings and trainings.
- Assist with special events and additional program initiatives as needed.

Other Job Functions

- Perform other duties as assigned.

Qualifications

Required

- High school diploma or GED.
- Ability to successfully complete a criminal background check is required for working in school settings.
- Strong communication and interpersonal skills.
- Ability to build positive relationships with school staff, volunteers, families, and community members.
- Strong organizational skills and ability to manage multiple priorities.
- Comfortable working independently and adapting to changing needs.
- Basic computer proficiency, including Microsoft Office, Google Workspace, and mobile applications.

Preferred

- Spanish-English bilingual skills.
- Experience working in schools, nonprofits, youth programs, community outreach, customer service, logistics, or event coordination.
- Experience coordinating volunteers or community-based programs.
- Experience working with children and families.

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 (mileage reimbursement provided).
- Must be able to lift and move produce boxes weighing up to 50 pounds each on a continuous basis.
- Must be willing to work outdoors at site locations during produce distributions for multiple hours at a time.

Work Environment & Schedule

This is a full-time hybrid position based in North San Diego County.

Program Coordinators typically spend three to four days each week working at assigned school sites and one to two days completing administrative work remotely or from a local office or home office.

A typical workday begins in the morning with produce deliveries, site setup, volunteer coordination, and distribution activities. Administrative work, communication with school partners, data entry, and program preparation are completed throughout the week

between site visits and family pickup events.

This position requires regular travel between assigned school sites. Mileage reimbursement is provided for approved work-related travel.

Compensation & Benefits

Salary: \$44,000–48,000 annually, depending on experience.

Brighter Bites offers a benefits package that includes:

- Medical insurance
- Dental insurance
- Vision insurance
- Paid Time Off (PTO)
- Paid holidays
- Mileage reimbursement for approved travel between assigned school sites
- Monthly cell phone stipend

Why Join Brighter Bites?

This role offers the opportunity to make a direct impact in local schools and communities by helping families access fresh, healthy food each week. If you enjoy building relationships, solving problems, working independently, and making a tangible difference in your community, we'd love to hear from you.

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
danielle.radford@brighterbites.org
with "Program Coordinator" in the subject line.*

The better we nourish, the brighter we flourish.®

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