



JOB ANNOUNCEMENT

Program Associate, New York (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>.

Position Summary

The Brighter Bites Program Associate works primarily at assigned schools/sites in Brooklyn, The Bronx, Queens, and Manhattan to support Brighter Bites' produce distributions. This position is part-time requiring candidates to be available for approximately 3-4 days (Tuesday-Friday) per week for a total of 25 - 30 hours per week. Weekly schedules may change from week to week.

Essential Job Functions

- Manage produce bagging and distribution onsite in collaboration with the Program Coordinator
- Coordinate and lead large groups of volunteers, ensuring proper program implementation including produce logistics
- Deliver engaging nutrition education to volunteers, parents, and children at each site
- Maintain accurate data and daily reports for each site, supporting the Program Coordinator in tracking program components

Other Job Functions

- Foster a welcoming, inclusive, and health-conscious environment by actively engaging families, site partners, and community members
- Communicate site successes, challenges, and improvement insights with the Brighter Bites team
- Participate in evening community events and additional program activities as needed

- Perform other duties as assigned

Qualifications

- Bilingual (Spanish/English preferred)
- Comfortable giving presentations to small and large groups
- Ability to manage large groups of people
- Previous experience working in educational settings
- Proficient computer skills, including comfort using phone/tablet apps and Google suite
- 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

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 (travel stipend provided).
- Must be able to work indoors and outdoors actively for 4-7 hours at a time and lift produce boxes and supplies weighing between 10-50 pounds each on a continuous basis.
- Must be willing to bring and manage provided supplies at sites daily.

Work Schedule

- The Program Associate will be assigned to school sites 25-30 hours per week as needed. Weekly work schedule will change from week to week.
- A typical day will include overseeing produce delivery and working with a Program Staff at a produce distribution for 4-7 hours, while supplies last. The times for these distributions vary depending on produce delivery schedules and amount of produce at each site.
- A typical schedule can be: 7:45AM – 3:00PM, including Produce Delivery, Bagging and Distribution.

Compensation

- \$17 per hour, for approximately 25-30 hours per week during active programming.
- Accrual and use of sick time in accordance with NYC's Paid Sick Leave Law.

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
jason.engongoro@brighterbites.org
with "Program Associate" in the subject line.*

The better we nourish, the brighter we flourish.®

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