



JOB DESCRIPTION

Program Associate II (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 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 3-4 days during active weeks of programming.

Essential Job Functions

- Works onsite at various schools 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.
- Effectively communicates nutrition education messages to participants.
- Effectively managing relationships with key site contacts and volunteers
- Ensuring nutrition education curriculum is implemented at assigned sites
- Manage nutrition education Volunteers, i.e., Burrell and NMSU students.
- Informs both school principals and Brighter Bites management of key activities and makes periodic program evaluations and progress reports
- Other duties as needed

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

- Some conversational Spanish language skills needed. 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
- Excellent computer skills with proficiency in MS Office, especially Excel.
- Experienced with Google Workspace
- 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
- Must be willing, on occasion, to transport items necessary for program implementation at the sites/schools

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 work actively for 4-5 hours at a time and lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.
- Must be willing to work outdoors depending on site logistics.
- Must be able to work Tuesdays, Wednesdays, and Thursdays while adjusting to each site's logistics.
- Additional school and community events depending on staff availability.

Compensation

\$17.50-18.00 per hour

To apply, please send resume and cover letter to
mckenzie.yazzie-martin@brighterbites.org
with "Program Associate II" in the subject line.

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.