

Job Title	Program Coordinator
Employer/ Agency	Brighter Bites
Job Description	<p>The Brighter Bites Program Coordinator is responsible for the successful implementation of the program at assigned schools or sites. In coordination with his/her city team, the Program Coordinator will organize program activities in areas including but not limited to: weekly recipe preparation, program implementation and evaluation, Brighter Bites site operations, CATCH nutrition education implementation, and volunteer recruitment and engagement. At the discretion of the city's team leaders, coordinators may also be responsible for one of the three main pillars of Brighter Bites (food access, nutrition education, fun food experience)</p> <p>Position Description</p> <ul style="list-style-type: none"> - Assists with all aspects of Brighter Bites program implementation in assigned west side schools/sites, including effectively managing relationships with key site contacts and volunteers. - Ensures nutrition education curriculum is implemented at assigned sites. - Tracks Brighter Bites program components by maintaining accurate data and reports for each site. - Informs both school principals and Brighter Bites management of key activities and makes periodic program evaluation and progress reports. - Prepares and delivers oral presentations at professional meetings as assigned. - Acts as onsite supervisor of part-time Program Associates, interns, and volunteers at each site to ensure proper program implementation. - As assigned, participate in program working groups and support the corresponding activities - Other duties as assigned.
Qualifications	<p>Requirements</p> <ul style="list-style-type: none"> - Bilingual (Spanish/English) a plus. - Bachelor's degree in nutrition, public health, education or a related field, or 4 years or more of relevant experience. - Previous experience working in an educational setting, a plus. - Excellent written and verbal skills - Excellent computer skills with proficiency in MS Office, especially Excel. - Ability to manage large groups of people - Comfortable with giving presentations to small and large groups - Previous experience volunteering/interning with Brighter Bites, a plus.

Salary/Hours	Full-Time Salary range: \$41,000 - \$43,000
City, State, Zip	Houston, TX
Email Address	katie.degen@brighterbites.org
Application Method	To apply, please send resume and cover letter to katie.degen@brighterbites.org with "Program Coordinator" in the subject line.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.