

# **Position Announcement- Agricultural Food Sourcing Associate Mississippi Food Network Jackson, MS**

## **POSITION SUMMARY**

The Ag Sourcing Associate will play a vital role in MFN's robust food sourcing function. The primary responsibility of the Ag Sourcing Associate is to develop and maintain relationships with local producers and farmers in MFN's service area to maximize yield of local food donations. The Associate will lead relationship building efforts with local farmers and producers in MFN's 56-county service area.

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## **RESPONSIBILITIES**

- Secure donated products from local donors including but not limited to farmers, producers, manufacturers, distributors, and retailers.
- Conduct donor research, cultivations, and ongoing stewardship activities.
- Collect food industry information and identify potential donors targeted at farmers and producers of agricultural products.
- Coordinate donor recognitions efforts with the Food Sourcing Manager.
- Participate in strategy and planning with the Director of Procurement and Programs to ensure that donor cultivation efforts are well-coordinated, executed and tracked.
- Establish relationships with local agricultures producers within MFN's service area.
- Conduct necessary training for agency pickups and manage the reporting of those donations.
- Participate in Feeding America network ag-related calls and conferences.
- Represent MFN at local agricultural events.
- Must be familiar with and abide by all AIB regulations and food safety compliance.
- Other duties as assigned by Food Sourcing Manager.

## **QUALIFICATIONS**

- Bachelor's degree or commensurate experience in agricultural field
- Excellent customer service skills
- Adequate personal transportation, proof of insurance, and a clean driving record
- Knowledge of computer systems including database, spreadsheet and word processing programs related to data entry
- Minimum of 2-3 years in purchasing or inventory environment, donor solicitation, procurement or similar role
- Knowledge of the operation of general office equipment, i.e. fax, copier, etc.
- Ability to complete work in an accurate, effective, and timely manner

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**Apply:** Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network, PO Box 411, Jackson, MS 39205

- [humanresources@msfoodnet.org](mailto:humanresources@msfoodnet.org) with the subject line “Ag Food Sourcer”

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