



Volunteer Coordinator

Job Posting

Department: Operations

Location: Jackson, MS

Employment Type: Full-Time, Exempt

Salary Range: \$42,000-\$65,000 (Based on Experience)

Application Deadline: Open Until Filled

About Mississippi Food Network

The Mississippi Food Network (MFN) changes lives by fighting hunger today and feeding hope for a healthier tomorrow.

As the only Feeding America-affiliated food bank serving Mississippi, Mississippi Food Network is dedicated to ending hunger by providing food, building strategic partnerships, and delivering innovative programs that increase access to nutritious food across 56 counties in central Mississippi. Working alongside more than 430 partner agencies, volunteers, donors, and community leaders, MFN is committed to building a stronger, healthier Mississippi where no one goes hungry.

At MFN, our culture is built on collaboration, compassion, innovation, and service. Every team member plays an important role in creating lasting community impact while advancing our mission of eliminating hunger throughout our state.

Why Join Our Team?

At Mississippi Food Network, your work has purpose. As part of our team, you'll help strengthen one of the largest hunger-relief networks in the state while building meaningful relationships with community partners who serve thousands of families every day.

We invest in our employees through professional development opportunities, a collaborative and mission-driven workplace, competitive benefits, and the opportunity to Fight Hunger, Feed Hope throughout Mississippi each day.

Position Summary

The Volunteer Coordinator leads the daily coordination, scheduling, training, and supervision of volunteers who support Mississippi Food Network's warehouse operations, including food sorting,

packing, repack projects, and special events. This position ensures volunteers are effectively utilized while maintaining a safe, productive, and mission-focused environment.

Working closely with the Operations Manager, the Volunteer Coordinator oversees volunteer assignments, orientation, safety, productivity, and engagement while fostering positive relationships with volunteer groups and community partners. Success in this role is measured by an exceptional volunteer experience, operational efficiency, accurate reporting, and meaningful community engagement.

What You'll Do

- Coordinate and lead volunteer activities that support warehouse operations, food distribution, and special projects.
- Recruit, schedule, train, and engage volunteers to create a positive and rewarding volunteer experience.
- Supervise volunteer groups while promoting safety, teamwork, and operational excellence.
- Build relationships with schools, businesses, civic organizations, faith-based groups, and community volunteers.
- Monitor volunteer productivity, attendance, and project outcomes to support daily operational goals.
- Maintain accurate volunteer records, labor hours, and impact reporting.
- Collaborate with Operations and Inventory teams to ensure projects are completed safely, efficiently, and accurately.
- Support volunteer recognition efforts and identify opportunities to strengthen volunteer engagement and retention.

Qualifications

Required

- High school diploma or equivalent
- Minimum of two (2) years of experience in volunteer coordination, warehouse operations, customer service leadership, event coordination, community engagement, or a related field
- Minimum of two (2) years of experience operating an electric pallet jack and stand-up forklift
- Experience leading teams, volunteer groups, or project-based activities
- Strong leadership, communication, and interpersonal skills
- Excellent organizational skills with attention to detail
- Basic proficiency with Microsoft Word, Excel, Outlook, and related software
- Ability to maintain accurate records and documentation
- Ability to work in a warehouse environment and perform light physical activity, including lifting up to 30 pounds
- Flexibility to work occasional evenings, Saturdays, and special events as needed

Preferred

- Experience working with volunteers in a food bank, nonprofit, warehouse, manufacturing, or distribution environment
- Knowledge of food safety standards, Good Manufacturing Practices (GMPs), warehouse safety procedures, and AIB requirements
- Experience using volunteer management software or scheduling systems
- Experience coordinating large volunteer groups, corporate service projects, or community events

- Current certification to operate an electric pallet jack and stand-up forklift

Benefits

Mississippi Food Network offers a competitive benefits package that includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development Opportunities

Equal Opportunity Employer

Mississippi Food Network is an Equal Opportunity Employer and is committed to creating an inclusive workplace where all employees and applicants are treated with dignity and respect. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

How to Apply

Interested candidates should submit:

- Resume
- Cover Letter

Email Applications to cmontgomery@msfoodnet.org with the subject line of the position for which you are applying.

Questions? Contact Quincy Robinson, Director of Operations, at qrobinson@msfoodnet.org.