



Food Procurement Coordinator

Job Posting

Department: Procurement

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$46,000-\$53,000 (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 Food Procurement Coordinator provides administrative, operational, and data support to the Director of Procurement to help ensure Mississippi Food Network maintains an adequate, cost-effective, and mission-aligned food supply. This position assists with vendor coordination, purchase documentation, inventory monitoring, order tracking, reporting, and compliance support. Working under the direction of the Director of Procurement, the Coordinator helps strengthen procurement processes, maintain accurate records, and support timely purchasing decisions that meet organizational and community needs.

What You'll Do

- Provide administrative and operational support to the Director of Procurement, including purchase order processing, invoice management, procurement reporting, budget tracking, and maintaining accurate procurement records.
- Coordinate daily food purchasing activities by monitoring inventory levels, tracking order status, forecasting product needs, and supporting approved purchasing adjustments to ensure uninterrupted operations.

- Serve as a primary contact for vendors regarding orders, pricing, product availability, delivery schedules, and documentation while fostering positive supplier relationships and escalating issues as needed.
- Maintain procurement documentation and records in compliance with organizational policies, grant requirements, Feeding America standards, food safety regulations, and audit requirements.
- Prepare reports, dashboards, and analyses to track procurement performance, vendor metrics, product costs, purchasing trends, and opportunities for cost savings and process improvements.
- Support quality assurance efforts by assisting with vendor compliance, product traceability, food recalls, quality concerns, and documentation required for audits and internal reviews.
- Collaborate with warehouse and program staff to align purchasing activities with inventory needs, distribution demands, warehouse capacity, and organizational objectives.
- Perform other duties as assigned.

Qualifications

Required

- Associate's or Bachelor's degree in business administration, supply chain management, logistics, nonprofit management, or a related field preferred.
- Two or more years of experience in purchasing, procurement, inventory coordination, logistics, vendor support, or administrative operations preferred.
- Strong organizational, communication, follow-up, and data management skills, with the ability to support multiple procurement priorities.
- Proficiency in Microsoft Excel, Microsoft Office, and inventory or procurement management systems.

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 humanresources@msfoodnet.org with the subject line of the position for which you are applying.

Questions? Contact Lucy Bolton, Director of Procurement, at lbolton@msfoodnet.org.