



Operations Coordinator

Job Posting

Department: Operations

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$42,000-\$48,000 (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

Mississippi Food Network (MFN) is seeking a highly organized, detail-oriented, and proactive **Operations Coordinator** to serve as the primary administrative and coordination resource for the Operations Department. This role is responsible for transportation and fleet administration, inbound shipment

scheduling, purchasing support, operational reporting, compliance documentation, departmental recordkeeping, and cross-functional communications.

The Operations Coordinator supports Transportation, Distribution, Inventory Control, Facilities, Volunteer Engagement, Food Acquisition, and other operational functions by coordinating administrative processes, maintaining reporting systems, monitoring transportation and fleet documentation, supporting compliance initiatives, and ensuring critical operational information remains organized, accurate, and audit-ready.

This position serves as the operational coordination hub for the department, helping ensure information, schedules, documentation, and operational priorities flow efficiently between Operations leadership, partner agencies, vendors, carriers, and internal departments to support effective Food In and Food Out operations throughout the organization.

What You'll Do

Operational Support

- Support daily Operations Department activities.
- Coordinate schedules, meetings, and communications.
- Maintain records, calendars, and documentation.
- Assist with projects and department initiatives.

Transportation, Fleet & Inbound Coordination

- Maintain fleet, driver, and compliance records.
- Track maintenance, inspections, and service schedules.
- Monitor licenses, registrations, insurance, and deadlines.
- Schedule inbound deliveries and maintain shipment records.
- Prepare operational and fleet reports.
- Support purchasing, expense tracking, and reconciliations.
- Ensure records are accurate and audit-ready.

Communication & Coordination

- Coordinate communication across departments.
- Share transportation, shipment, and operational updates.
- Support vendors, carriers, and partner agencies.
- Provide backup front office support as needed.
- Perform other duties as assigned.

Qualifications

Required

- Minimum of three (3) years of experience in office administration, operations support, logistics coordination, transportation administration, or a related field.
- Strong organizational, administrative, communication, and time management skills.
- Advanced proficiency in Microsoft Office applications, including Word, Excel, Outlook, and reporting tools.
- Ability to prepare reports, analyze operational data, and maintain accurate documentation.
- Ability to manage multiple priorities while maintaining accuracy, attention to detail, and confidentiality.

- Strong customer service and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced operational environment.
- Commitment to MFN's mission, values, and service standards.
- Adherence to all Mississippi Food Network policies, food safety requirements, workplace safety standards, and operational expectations.

Preferred

- Bachelor's degree in Business Administration, Operations Management, Logistics, Supply Chain Management, or a related field.
- Experience working within a Feeding America food bank, nonprofit organization, warehouse, logistics, distribution, or transportation environment.
- Experience with Microsoft Dynamics NAV, ERP systems, transportation management software, purchasing systems, or warehouse management systems.
- Knowledge of Department of Transportation (DOT) regulations, AIB standards, Good Manufacturing Practices (GMPs), and food safety documentation requirements.
- Experience supporting compliance audits, fleet management, or operational reporting functions.

Physical and Work Environment Requirements

- Ability to sit, stand, walk, bend, and move throughout office and warehouse environments.
- Ability to occasionally lift and carry up to 25 pounds.
- Ability to work in both office and warehouse settings as operational needs require.
- Ability to maintain regular and reliable attendance.

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.