



Mobile Programs Associate Job Posting

Department: Community Impact

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$35,712-\$40,650 (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 Mobile Feeding Associate is responsible for planning, coordinating, executing, and documenting mobile feeding programs and events, including Mobile Pantry, Molly's Mobile Market, and The Bus. This position manages schedules, logistics, food order coordination, partner communication, site readiness,

event execution, invoicing support, and reporting to ensure mobile distributions are timely, compliant, efficient, and responsive to community needs. The role also supports expansion of mobile feeding services into underserved areas.

What You'll Do

- Coordinate and execute mobile feeding programs, including the Mobile Pantry, Molly's Mobile Market, and The Bus
- Manage event schedules, logistics, site coordination, and food orders
- Collaborate with community partners, host sites, and internal teams to ensure successful distributions
- Support expansion of services into underserved communities
- Maintain accurate program records, reports, and distribution documentation
- Assist with invoicing and ensure compliance with USDA and organizational requirements
- Track program performance and help identify opportunities for improvement

Qualifications Required

- High School Diploma or GED
- 1–3 years of experience in program coordination, logistics, nonprofit operations, or a related field preferred
- Experience with food distribution, community outreach, or hunger-relief programs strongly preferred
- Strong organizational, communication, and problem-solving skills
- Ability to work both in the field and in a fast-paced, team-oriented environment
- Commitment to providing equitable, dignified service to all community members

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 Sylvia Thomas, Director of Community Impact, at stthomas@msfoodnet.org.