



Senior Programs Associate Job Posting

Department: Community Impact

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$37,720-\$42,936 (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 Senior Programs Associate is responsible for the day-to-day coordination of Mississippi Food Network's senior nutrition programs, including CSFP and other senior-focused distribution efforts. This position schedules and maintains monthly distributions to meet caseload requirements; serves as a

daily point of contact for partner sites; coordinates onboarding, required annual training, and ongoing technical assistance; maintains compliance documentation and program records; assists with monitoring and quality assurance activities; prepares routine reports; and works with internal teams to ensure consistent, dignified service to older adults across the service area.

What You'll Do

- Coordinate monthly senior food distributions and support day-to-day program operations.
- Serve as the primary contact for partner agencies, providing training, guidance, and ongoing support.
- Maintain compliance with USDA, CSFP, and organizational requirements through accurate documentation and recordkeeping.
- Monitor program sites, conduct site visits, and identify opportunities to improve service delivery and program performance.
- Prepare reports, track participation and distribution data, and support reporting requirements.
- Collaborate with Operations, Procurement, Finance, and Community Impact teams to ensure successful program execution.

Qualifications Required

- Associate's degree or equivalent experience preferred.
- 1–3 years of experience in nonprofit, community, food assistance, or program operations.
- Experience with CSFP, USDA programs, or senior services preferred.
- Strong organizational, communication, and relationship-building skills.
- Proficiency in Microsoft Office and data management systems.
- Ability to manage multiple priorities while maintaining accuracy and compliance.
- Commitment to providing dignified service to older adults.

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.