

# Position Announcement – Program Integrity Associate Mississippi Food Network Jackson, MS

## POSITION SUMMARY

The Program Integrity Associate is responsible for the daily operations of all children's feeding programs managed by Mississippi Food Network, which includes Kids Café/Afterschool Snacks, Summer Feeding, Backpack, and School Pantry.

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## RESPONSIBILITIES

- Review applications and assess the viability of potential feeding sites for all assigned programs.
- Conduct training for program sites, annually and as needed.
- Ensure compliance visits are completed according to program requirements.
- Manage all assigned sites, including scheduling deliveries/pickups, weekly distribution, and weekly reporting.
- Compilation of weekly reports monthly for federal reimbursement.
- Assure that federal meal component requirements are met daily to submit accurate claim data.
- Assure that food is served safely and complies with Health Department regulations.
- Participate in annual state agency training, provide administrative guidance, and assist with volunteer scheduling.
- Coordinate daily with the Distribution Center and Transportation to ensure accurate and timely delivery and pickup.
- Communicate daily with Agency Relations and Programs to coordinate missed appointments and to address any other activities related to changes in distribution.
- Assist with Mobile Pantry distributions as needed and support other Program team members as required.
- Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree or commensurate experience in non-profit, government, or social service sector.
- Knowledge of computer systems including databases, spreadsheets, and word processing programs related to data entry.
- Familiarity with federal programs.
- Knowledge of the operation of general office equipment, i.e., fax, copier, etc.
- Ability to complete work in an accurate, effective, and timely manner.
- Ability to manage a high volume of work in short periods.

If you are interested, please complete, and return the internal job application no later than COB **Monday, January 6, 2025**, located in the bin outside of the Human Resources office.

**We are an equal opportunity employer.**