



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### PROGRAM SPECIALIST III OFFICE OF CHILD NUTRITION NON-STATE; TIME-LIMITED

**Salary Range: \$43,510.00 - \$65,329.00**

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Program Specialist III is responsible for providing oversight, technical assistance, and compliance monitoring for Child Nutrition Programs (CNP) administered by the Mississippi Department of Education (MDE). This role supports local education agencies and other participating organizations to ensure alignment with USDA Food and Nutrition Service (FNS) regulations, state policies, and federal program standards.

#### PRIMARY RESPONSIBILITIES:

- Monitor and evaluate School Nutrition Program operations (NSLP, SBP, ASCP, FFVP, SFSP) to ensure compliance with 7 CFR Parts 210, 220, and 225.
- Conduct on-site reviews, desk audits, and verification of records for eligibility, procurement, meal pattern compliance, and program integrity.
- Provide targeted technical assistance and training to sponsors regarding application approval, reimbursement claims, meal service requirements, and corrective actions.
- Analyze program data to support planning, reporting, and continuous improvement initiatives.
- Review procurement documentation and contracts for adherence to federal purchasing requirements.
- Collaborate with program directors, business managers, and food service staff to resolve compliance issues and ensure successful program administration.
- Participate in USDA-mandated trainings and disseminate guidance to participating entities.

#### SPECIAL QUALIFICATIONS:

- Experience working with school districts or public institutions administering USDA FNS programs.
- Strong analytical, organizational, and communication skills.
- Proficiency with Microsoft Office and state-specific program systems.
- This position requires occasional travel throughout the state for site visits and training.
- Standard work hours apply with flexibility as needed for program deadlines.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 2-4 years of experience.

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: May 16, 2025

#### BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](https://mdek12.org/humanresources/mde-employee-benefits/)

#### INQUIRIES

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