



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

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

Salary Range: \$33,600.00 – \$50,450.41

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The selected candidate will oversee the bids and contracts for the statewide purchasing program for the CN programs. Will Monitor prices and contracts and assist SFA's with orders and new product testing and add Ons. Will create invoices, process receipt of funds and maintain accounting records or such. Will have general administrative assistant responsibilities.

EXPERIENCE/EDUCATION REQUIREMENTS:

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

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 20, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Steven Webb
swebb@mdek12.org
601-576-5000



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