



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

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

Salary Range: \$43,509.31 - \$65,329.24

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Program Specialist III in the Office of Child Nutrition. This position will work in the Division of Food Distribution and duties will include the following:

- Process USDA Food deliveries received by contracted distributors in the State online Food Distribution solution.
- Will allocate USDA Foods to participant organizations.
- Assist in the preparation of the annual requisition of USDA Foods.
- Conduct warehouse observations and audits to ensure compliance.
- Provide training to participating organizations.
- Provide customer service and timely responses to participant questions, issues, and other concerns.
- Proficiency in Excel preferred.

EXPERIENCE/EDUCATION REQUIREMENTS:

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

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: December 2, 2025

BENEFITS

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

INQUIRIES

- Steven Webb
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601-576-5000



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