



# CCOF

*Organic Certification Trade Association Education & Outreach Political Advocacy*

## **JOB ANNOUNCEMENT**

### **POSITION: Assistant Executive Director**

REPORTS TO: Executive Director

WORKS WITH: Office Staff, Board of Directors, Board Committees, LLC Management Committee, CCOF Foundation Board of Trustees, CCOF Members

OBJECTIVE: Ensure efficiency and effectiveness of CCOF, Inc. operations

### **PRIMARY RESPONSIBILITIES:**

- Address the needs of CCOF chapters and members and serve as their main contact
- Assist in developing, implementing, monitoring and maintaining realistic budgets
- Manage effectiveness and efficiency of office and volunteer staff
- Manage office operations and facilities
- Ensure that CCOF and its staff comply with all documented policies and procedures
- Assist in managing CCOF's supporting membership program
- Manage grant programs, as needed
- Fill in for the Executive Director at various meetings, events, etc., as needed

### **SECONDARY RESPONSIBILITIES:**

- Serve as liaison to the Certification Standards Committee
- Monitor CCOF investments and make recommendations to the Executive Director
- Ensure that CCOF's entities maintain required insurance policies with a reputable, cost-effective company
- Assist with preparations for, and work at, trade shows and events, as needed
- Assist the Executive Director in other areas, as needed

### **REQUIRED SKILLS AND ABILITIES:**

- Strong knowledge of and experience in office management, facilities management and efficient procedures
- Strong leadership and communication skills
- Strong budgeting and financial management skills
- Strong computer skills in Microsoft Word, Excel, Outlook, and Access
- Successful experience in project management
- Must be proactive, self-directed and able to independently solve problems
- Must be able to multi-task and work under pressure in a dynamic environment
- Outstanding organizational skills to prioritize, monitor, and track numerous activities
- Must be able to work effectively with various groups of people with strong opinions
- Must be able to lift 40 lbs. from ground to waist-high and be able to move boxes and materials
- Must be able to work for extended periods of time over multiple days (at trade shows and events)
- Must have own reliable transportation

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**EDUCATION/EXPERIENCE:** Applicants must be able to document work experience and/or training to demonstrate the skills needed for the job. The following qualifications are desired:

- Bachelor's degree or 5 years of experience in a related field
- Experience in nonprofit management is a plus
- Experience in the organic industry and knowledge of organic certification is highly desired

**COMPENSATION:** Full-time, salaried, exempt. Benefits include medical, dental, vision, life, acupuncture and chiropractic insurance as well as a retirement plan.

**TO APPLY:** Submit cover letter and resume by email to [peggy@ccof.org](mailto:peggy@ccof.org) or fax to (831) 423-4528. Please ensure that your cover letter or resume documents your qualifications as listed above.

**No phone calls, please.** You will be contacted only if an interview is requested.

**APPLICATION DEADLINE: February 28, 2007**

**POSITION BEGINS: April 15, 2007**