



# CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy



## CCOF Office Manager Job Announcement

CCOF – a national non-profit organization– is seeking a full-time Office Manager for its Santa Cruz headquarters.

Since 1973, CCOF has been widely recognized as one of the nation’s top organic certifiers. Today, CCOF is the only full service organic certification and trade association supporting the growth of organic food and agriculture through its mission: certifying, educating, advocating and promoting organic. CCOF provides premier organic certification programs and trade association benefits to farms, processors, private labelers, retailers, restaurants, brokers, and supporting members including individuals, suppliers and service providers. CCOF currently certifies more than 2,100 organic food and agriculture operations covering 600,000 acres in 34 states and 3 countries. For more information about CCOF, please visit [www.ccof.org](http://www.ccof.org).

### Qualifications and Experience

*The ideal candidate will have the following:*

- At least 2 years experience managing an office of at least comparable size (approximately 40 FTE staff and 10,000 square feet)
- Proven ability to manage a high-volume reception role
- Excellent communication skills in person, on the phone and in writing
- Demonstrated ability to multi-task and work under pressure in a dynamic environment
- Proactive and self-directed
- Outstanding skills to prioritize, monitor and track activities
- Ability to train, supervise and motivate others
- Excellent computer/technical skills (particularly MS Office, Salesforce, Paypal, Adobe Contribute)
- Associate or Bachelors Degree in appropriate field
- Spanish-speaking a plus
- Knowledge and understanding of organic food and agriculture a plus
- Experience working in a nonprofit organization a plus
- Ability to lift 40 lbs. from ground to waist
- Willingness to do whatever it takes to get the job done
- Legal status to work in the United States

### Hiring Process

Applications will be accepted until **September 10<sup>th</sup>, 2010** or until the position is filled. Employment is to commence October 1, 2010 or as agreed. Interested applicants please submit the following:

- Cover letter summarizing your interest in CCOF and the Office Manager position, qualifications and compensation requirements
- Current resume
- List of three professional references

*Incomplete applications will not be considered.*

Submit all materials to [angela@ccof.org](mailto:angela@ccof.org)

No phone inquiries please. You will be contacted if you are selected for an interview.

### Compensation

The Office Manager is a full-time, non-exempt employee. CCOF takes pride in offering competitive salaries and excellent benefits. The Office Manager's compensation package will be based on qualifications and experience.

**Job Responsibilities**

The Office Manager has a wide array of administrative responsibilities including reception, facilities management, aspects of sales and marketing, and numerous forms of administrative assistance.

**Reception**

- Answer and route heavy volume of incoming calls, mail, faxes and emails. Answer basic certification questions and general inquiries.
- Train and supervise part-time work study students in the reception function.

**Operations and Facilities Management**

- Serve as primary liaison with property owner. Serve as principal point of contact for 40+ staff on facilities issues.
- Liaison with a variety of vendors for telecommunications, general repairs, alarm service, and cleaning.
- Inventory, order and maintain office supplies.
- Ensure proper operation of office machines (Xerox, postage machine, etc.), office fixtures and furniture.
- Work with cleaning service and staff to ensure general cleanliness of 10,000 square-foot office.
- Serves as a member of the CCOF Sustainability Team

**Sales and Marketing**

- Fulfill phone, in-person, web, mail and email orders for CCOF merchandise. Process credit card payments. Ship orders.
- Answer initial telephone inquiries about how to become certified organic
- Regularly inventory, order, and maintain CCOF merchandise. Assist with researching new CCOF merchandise.
- Assist with/update CCOF web store.
- Inventory and order CCOF promotional supplies.
- Assemble application packets and process payments for new applications.

**Administrative Assistance**

- Run errands, coordinate various staff events and meetings, maintain staff contact lists, prepare meeting agendas.
- Works on other programs and projects as directed.