



CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy

Certification Specialist- Grower, Handler or Livestock

TITLE: Certification Specialist in one or more of the following departments: Grower, Handler or Livestock

JOB DESCRIPTION: A CCOF Certification Specialist must be able to work in a fast paced office environment with significant job responsibilities. This job requires the ability to work independently and as a team with other professionals. The job also requires customer service skills, the ability to manage data, and to work within a regulatory environment. This job takes approximately one year to master, so please only apply if you are willing to make a multi-year commitment.

- Report directly to the Department Director.
- Review client applications and files for compliance to the USDA National Organic Program and other international programs.
- Provide technical services to CCOF Certification Services clients.
- Ensure that the CCOF quality system is implemented.
- Provide written and verbal instructions to CCOF clients regarding compliance to all applicable standards.
- Ensure that physical files as well as database records are consistent and current.
- Routine administrative tasks including filing, copying and mailing.
- Work on special projects as deemed necessary by the Department Director or the Chief Certification Officer.

QUALIFICATIONS:

Required:

- B.A./ B.S. degree or higher in an appropriate field, depending on department:
 - Handler: Food Science or similar
 - Grower: Agriculture, Environmental Studies or similar
 - Livestock: Animal Science or similar
- One or more years experience in a professional office environment and/or quality assurance.
- Proficient computer skills including working knowledge of Microsoft Office suite.

Preferred:

- Experience with organic regulations or industry
- IOIA Organic Inspector training or equivalent experience. (Auditor training for food quality production systems or similar field is considered equivalent.)
- Experience with quality auditing or regulatory compliance auditing

REQUIRED SKILLS:

- Excellent communication skills in person, on the phone, and in writing.
- Excellent spelling and grammar skills.
- Competency in word processing, databases, and email.
- Organizational skills to organize, monitor, and track numerous activities throughout the year.
- Ability to logically solve problems and work under pressure.
- Ability to work with various groups of people.
- Strong attention to detail.
- Ability to multi-task in a busy environment.
- Experience in working with environmental regulatory programs is a plus.
- Spanish language skills are a plus.