

Organic Certification Specialist

A family dairy in the Central Valley of California is seeking an Organic Certification Specialist to lead the operation's compliance with the USDA's National Organic Program (NOP) *grower* and *livestock* regulations.

The Specialist will be required to complete the following tasks, as necessary:

1. Review organic farming and feed records to ensure accuracy and compliance with NOP standards;
2. Prepare and submit changes to our Organic System Plan (OSP) to the company's third part certifier;
3. Coordinate the recurring inspections of our facilities; and
4. Various other office and farming related tasks, as assigned.

This is a full-time position and the salary is dependent on experience.

Required Skills and Experience:

- Bachelor's degree in agriculture, environmental science, or related field;
- At least one year of experience in a professional office environment;
- Proficient computer skills, including the Microsoft Office suite of programs;
- Excellent communication skills;
- Strong attention to detail;
- Ability to interpret and apply regulations;
- The ability to obtain an IOIA Organic Inspector certificate within one year of employment; and
- Excellent multi-tasking skills to organize, monitor, and track numerous activities at the same time.

Application Process:

Please submit your cover letter, resume, list of references, and salary history to caiti.clark14@gmail.com. Only those applicants that submit all of the above referenced items will be considered. The position will remain open until filled.