



# CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy

## **JOB ANNOUNCEMENT: Organic Food Handler Certification Specialist**

**CCOF Certification Services, LLC (CCOF) has an immediate opening for a Handler Certification Specialist to work in the Santa Cruz, California office performing tasks related to organic processor & retailer certification.** The person in this position will work within CCOF's rapidly expanding USDA National Organic Program and internationally accredited organic certification program.

CCOF is one of the oldest and largest organic certification organizations in the U.S. and works to promote organic production through certification, education, and outreach programs. More information is available at [www.ccof.org](http://www.ccof.org).

Applicants must be able to work in a fast-paced office environment with significant job responsibilities. This job requires knowledge of organic production/processing practices, 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.

To master this position requires approximately one year, so please only apply if you are willing to make a multi-year commitment.

**TITLE:** Handler Certification Specialist

**JOB DESCRIPTION:** The CCOF Handler Certification Specialist reviews applications and inspection reports of prospective and current certified organic food processors, retailers and brokers. This includes but is not limited to review of labels, product formulations, ingredient suppliers and food additives for compliance to the USDA National Organic Program regulations. Interaction with clients is via phone, email and formal letters as well as occasional in-person office meetings. This position does not include on-site inspection of certified organic operations. There are opportunities to represent CCOF at trade shows and conferences several times a year, depending on interest and availability to travel.

This position:

- Reports directly to the Director of Handler Certification.
- Reviews handler client applications and files for compliance to the USDA National Organic Program and other international programs.
- Provides technical services to certified organic clients.
- Ensures that the CCOF quality system is implemented.
- Provides written and verbal instructions to CCOF clients regarding compliance to all applicable standards.
- Ensures that physical files as well as database records are consistent and current.
- Completes routine administrative tasks including filing, copying and mailing.
- Works on special projects as deemed necessary by the Director of Handler Certification or the Chief Certification Officer.

### **REQUIRED SKILLS & EXPERIENCE:**

*Please do not submit an application unless you have all of the following:*

- B.A. or B.S. degree or higher in food technology or related field.
- One or more years experience in a professional office environment and/or quality assurance.
- Competency in word processing, formatting, databases, and email using applications including Microsoft Outlook, Word and Excel.



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- Excellent communication skills in person, on the phone, and in writing.
- Excellent spelling and grammar skills.
- Excellent 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.

**The following skills & experience are considered a plus:**

- Experience in working with environmental regulatory programs
- Direct experience in agriculture or food processing
- Spanish language skills
- Experience with organic regulations or industry
- IOIA Organic Handler Inspector training or equivalent experience
- Auditor training for food quality production systems or similar field is considered equivalent

**EMPLOYMENT STATUS:**

Full Time, at will employee. Salary is dependent upon experience with a starting range of \$35,000 - \$40,000 per year depending upon capacity to perform inspections and other roles within CCOF. Competitive benefits include medical, dental and vision; paid vacation; and 401k retirement plan with company match.

**TO APPLY:**

Applications will be accepted until the position is filled. Submit cover letter and resume to CCOF Certification Services by email to [steve@ccof.org](mailto:steve@ccof.org) or fax to 831-423-4528, attn: Steve. No phone calls please. You will be contacted only if an interview is requested.