



# CCOF

Organic Certification

Education & Outreach

Political Advocacy

Promotion

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

**Position will remain open until filled.**

**Due to an internal promotion and business expansion, CCOF Certification Services, LLC (CCOF) is seeking to hire 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 and 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 the ability to work within a regulatory environment.

CCOF provides an intensive and rigorous certification training program for all new certification hires – only serious candidates who are willing to successfully complete this program to become a productive and contributing member of our certification team need apply.

**TITLE:** Handler Certification Specialist

**JOB DESCRIPTION:** The CCOF Handler Certification Specialist reviews applications, mid-year updates, and/or 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, food additives, production methods, equipment sanitation procedures, facility pest control plans, and audit trail documentation for compliance to the USDA National Organic Program regulations and other organic standards. 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 or field work. There may be opportunities to represent CCOF at trade shows and conferences, depending on interest and availability to travel.

This position:

- 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 including reviewing and communicating with certified operations about mid-year updates, such as new products, labels, suppliers, processing aids, pest control materials, cleaners/sanitizers, processing practices, etc.
- Communicates with CCOF clients to provide written and verbal instructions regarding compliance to all applicable standards.
- Reviews and tracks new applications, mid-year updates, and/or inspection reports to ensure timely review.
- Works daily with a complex, proprietary database in order to perform the regular tasks of the job.
- Ensures that database records are consistent and current.
- Ensures that the CCOF quality system is implemented.
- Works on special projects as required.





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## 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 applicable field, such as food science, food technology, or similar OR commensurate and relevant work experience will be considered in lieu of degree requirement.
- One or more years' experience in a professional office environment and/or quality assurance that included working at computer and talking on the phone.
- Competency in word processing, formatting, databases, and email using applications including Microsoft Outlook, Word, and Excel.
- Excellent communication skills in writing, on the phone, and in person.
- Excellent spelling and grammar.
- Excellent skills to organize, monitor, and track numerous activities throughout the year.
- Comfort using a computer for multiple hours at a time.
- Ability to work with various groups and demographics of people.
- Ability to multi-task in a busy environment.
- Ability to logically solve problems under pressure.
- Strong attention to detail.

## PREFERRED ADDITIONAL QUALIFICATIONS:

- Spanish language skills sufficient to communicate with Spanish speaking clients.
- Experience in working with environmental or food safety regulatory programs.
- Direct experience in agriculture or food processing.
- Experience with organic regulations or industry.
- IOIA Organic Handler Inspector training or equivalent experience.
- Auditor training for food quality production systems or similar field.

## EMPLOYMENT STATUS:

Full Time, exempt, at will employee. Salary is dependent upon experience with a starting range of \$40,000 - \$44,000 per year depending upon experience and background. Competitive benefits include medical, dental, vision, paid vacation and 401k retirement plan with company match.

**LOCATION:** A candidate who will work from the Santa Cruz, CA office is strongly preferred. Part or full time remote work may be possible for the right candidate or a person with previous certification experience after an initial training period.

## TO APPLY:

Submit cover letter and resume to CCOF Certification Services by email to [employment@ccof.org](mailto:employment@ccof.org). No phone calls please. You will be contacted only if an interview is requested.

