Policy Assistant

Job Description

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic is the norm.

Position Summary

The Policy Assistant is a member of the CCOF policy department whose primary duties are to provide administrative support to the Policy Director and to coordinate CCOF participation in the biannual National Organic Standards Board meetings. The Policy Assistant will manage a variety of projects as well as contribute to CCOF’s policy communications and grassroots advocacy.

The Policy Assistant will have the opportunity to engage in a range of policy issues and work within a highly collaborative department.

This position reports to the Policy Director

Duties

- Provide administrative support for the Policy Director.
  - Help prepare for events, meetings, and travel.
  - Schedule internal and external meetings.
  - Copy edit, proofread, and submit all final letters, public comments, and other communications.
  - Help meet California lobby reporting requirements.
  - Help develop and implement systems to meet deadlines.
  - Maintain policy department contributions to lists in Salesforce.
  - Plan and coordinate policy-related events such as focus groups or briefings.
  - Other administrative support as needed.

- Coordinate CCOF participation in the biannual National Organic Standards Board (NOSB) meetings, and other public comments or issues as assigned.
See public comment processes through from start to end, including setting internal deadlines, facilitating cross-departmental meetings, and moving the comment development process forward.

Engage members through strategic blog posts, action alerts, and outreach.

Help draft public comments representing CCOF positions.

Arrange for staff and member testimony via webinar or in person meetings.

Contribute to CCOF policy communications, including: writing blog posts, updating content for CCOF policy/advocacy webpages, and drafting responses to member and public inquiries on sensitive issues.

Desired Qualifications

- Bachelor’s degree or equivalent experience
- Demonstrated interest in organic food and agriculture policy
- Background in grassroots advocacy campaigns or similar experience
- Excellent writing, copy editing, and proofreading skills
- Excellent communication and follow-up skills
- Highly organized with strong attention to detail
- Strong project management skills
- Ability to work independently with minimal supervision
- Ability to meet multiple deadlines in a fast-paced work environment
- Ability to travel, including over-night
- Proficient in Microsoft Office programs
- Experience with Engage or similar software preferred
- Valid driver’s license
- Ability to lift 20 lbs from ground to waist

Please submit to employment@ccof.org:

1. your resume,
2. cover letter outlining your experience as it relates to this position,
3. a 3-page writing sample, and
4. at least 3 professional references.

*CCOF IS AN EQUAL OPPORTUNITY EMPLOYER*