

## Job Announcement

### Ohio Ecological Food and Farm Association (OEFFA) Certification

The Ohio Ecological Food and Farm Association announces an immediate opening for a **Certification Specialist**. The successful applicant will join a team of bright and passionate individuals who are committed to upholding the integrity of the organic label and furthering the sustainable agriculture movement. If you have experience in agriculture, a strong work ethic, and a collaborative approach, please consider applying to join our team.

#### Position Summary

The Certification Specialist collaborates with OEFFA co-workers and clients by conducting extensive review of applications submitted by organic producers. The Certification Specialist will guide applicants through the certification process as they strive to meet federal organic standards. She or he may participate in policy development, educational programming, and other special projects as they arise. This is a full-time position (40 hours/week) based in our Columbus, OH office that includes benefits; salary is commensurate with experience. There may be some travel in Ohio. It takes approximately one year to master this position, so please apply only if you are prepared to make a multi-year commitment.

#### Position Responsibilities

- Review client applications and files to verify compliance with the National Organic Program standards
- Conduct on-site inspections of farms
- Provide excellent customer service and assistance to certification clients
- Handle correspondence, fax, and email communications in a consistently professional manner
- Work on special projects as assigned by the Certification Program Manager
- Stay current with changes in National Organic Program standards
- Help develop and implement OEFFA Certification policies and procedures

#### Qualifications

- Experience in the field: with crop and/or (especially) livestock production
- Knowledge: related to organic certification, in a certification program, as a producer, handler, or inspector
- Self-directed: takes initiative to get work done and able to be self-sufficient in a small staff environment
- Workflow management: outstanding organizational skills and attention to detail
- Good thinker: strong analytical and critical thinking
- Communications: exceptional skill in oral and written communications
- Collaborative: effective at working with others to reach common goals and objectives
- Relationship-building: skilled at establishing and cultivating strong relationships with co-workers, clients, and external stakeholders
- Prioritization: ability to set and meet goals, prioritize, plan, and manage and complete work on deadline
- Technology: excellent computer skills, including Excel and Microsoft Word
- Standards: commitment to performing work with a high standard for accountability and excellence
- Education: Bachelor degree or higher in a relevant field preferred

**To Apply:** Applications consist of three items: a cover letter, résumé, and names of three references (indicate relationship to you). Please combine all of these in a single .pdf. In your cover letter please address how your experience and background meet the requirements of the position and include salary history and

expectations. All application materials should be submitted via email to [certificationjob@oeffa.org](mailto:certificationjob@oeffa.org) and addressed to Andy Hupp, Certification Operations Coordinator. Applications received by November 20, 2015 will be assured full consideration.

### **About OEFFA Certification**

OEFFA was formed in 1979 and is a tight-knit, membership-based grassroots organization, dedicated to promoting and supporting sustainable, ecological, and healthful food systems. OEFFA Certification has been in operation since 1981, providing organic certification services to farmers and food processors throughout the Midwest. Our clients include grain growers, dairy farmers, mixed vegetable growers, coffee roasters, meat processors, and everything in between.