



## **MOFGA Certification Services, LLC**

### **Job Description**

**Title: Certification Specialist**

**Overview:** This position provides friendly and efficient certification services and customer service to certified organic clients and applicants while also protecting the integrity of the organic label through appropriate enforcement actions. This position assesses compliance of an operation's organic system plan, reviews inspection reports, and issues subsequent responses. This position works collaboratively with other certification specialists and inspectors and conducts inspections and sampling as time allows.

**Supervisor:** Director of MOFGA Certification Services

**Position:** Salaried. This position is considered Exempt under the Federal Fair Labor Standards Act. The employee is not eligible for overtime payment.

**Work Week:** 40 hours - Monday through Friday. Additional evening and weekend hours as required.

**Salary Range:** The starting salary range for this position is \$42,000 - \$47,000 annually, dependent upon experience. MOFGA has an excellent benefits package with paid medical, dental and vision insurance and paid parental leave. Employees receive a generous time-off package including paid vacation and sick time, three personal days, and 14 paid holidays annually.

**Location:** This position requires the possibility of statewide travel, off-site visits to clients, as well as, office-based work. There are opportunities for remote and flexible work arrangements but this position is required to be Maine-based. Initial remote work out-of-state may be considered.

#### **Requirements:**

- Education or experience in organic certification or regulatory compliance, including inspections and auditing.
- Knowledge of the USDA-National Organic Program standards, especially as it applies to crop, livestock and dairy.
- Working knowledge of organic crop and livestock farms, including dairies, and/or food processing.
- A demonstrated ability to communicate effectively, especially in writing.
- Excellent organizational skills
- Proficiency in computer software, including databases and collaborative platforms.
- Strong interpersonal skills that welcome collaboration and constructive feedback.
- Valid driver's license and reliable vehicle
- A commitment to MOFGA's mission and values.
- IOIA training and prior organic inspection experience a plus
- College degree in agriculture or related field a plus
- Must be able to travel to attend meetings, training workshops and conferences.



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#### **Primary Responsibilities**

- Performs certification activities for clients including these specific activities:
  - Perform technical reviews of organic system plans. Communicates according to policy with producers about the results of these reviews.
  - Review inspection reports for these same clients. Communicates according to policy with producers about the results of these reviews.
  - Assists applicants by explaining the organic standards and the certification process, encouraging them to take advantage of the technical services offered by MOFGA.
  - Pursues adverse actions with clients in accordance with MCS policy and in coordination with colleagues/supervisors.
  - Keeps track of clients; assures that auditable files are in good order.
- Performs inspections of operations annually based on the needs of MCS.
- Performs material review of products as needed and in conjunction with other MCS staff and agency affiliates.
- Investigates complaints to protect the integrity of the organic label. Pursues adverse actions, as necessary, see 1.d. above.
- Helps create new policies as needed. Cultivates a committee of volunteer advisors who help with technical and policy related issues.

#### **Secondary Responsibilities**

- Conduct annual, investigative and/or unannounced inspections or residue sampling as time allows.
- Promotes the certification program and organic agriculture through writing, public presentations, etc.
- Helps create new policies as needed. May cultivate a committee of volunteer advisors who help with technical and policy related issues.
- Works with staff in MOFGA's Farmer Programs Department on collaborative activities to assist organic producers in Maine.
- Other duties and responsibilities as deemed necessary to carry out MOFGA's certification program and maintain accreditation with USDA.

**Physical Requirements:** Ability to walk long distances over rough terrain; occasional light lifting; ability to drive and travel long distances by car. Able to work in outdoor conditions that include all types of seasonal weather, as well as, inside environments where there may be loud noises or strong odors. Ability to sit for long periods to participate in meetings and conduct organic inspections, whether in person or over video conference platforms.

*The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.*