



**MOFGA Certification Services, LLC**  
**Job Description**

**Seasonal Organic Inspector**

**Overview:** MOFGA Certification Services, LLC (MCS) is hiring several Seasonal Employee Organic Inspectors to join our team. MCS is a USDA-accredited organic certifier, certifying over 500 crop, livestock, and handling operations in Maine, New Hampshire, and Massachusetts.

The Seasonal Employee Inspector performs organic inspections and generates reports and other documents for MOFGA Certification Services, LLC (MCS). Seasonal Employee Inspectors are expected to work with MCS administration and certification specialists regarding scheduling of inspections, timely return of completed reports, and to relay any issues associated with the certification process of a particular client.

**Direct Supervisor:** Director of Certification

**Position:** Seasonal Part-Time. Paid as flat rate per inspection and production scope. Range is \$130-\$145 per inspection.

**Work Schedule:** Inspection work has flexible scheduling. MCS expects seasonal inspectors to conduct a minimum of 12 inspections during the season, whose busiest period typically runs from May 1 - October 30. Depending on availability and results, the inspector may be asked to conduct additional inspections beyond the summer months.

**Preferred Qualities of the Inspector:**

- Familiarity with the National Organic Program Standards as it applies to all categories of production.
- A demonstrated working knowledge of organic/sustainable agricultural crop production. Familiarity with livestock and value-added processing of agricultural products a plus.
- Familiarity with regulatory processes and inspections.
- Self motivated, but checks in regularly to update MCS on the progress of their work. Able to work with minimal supervision.
- Ability to work under time constraints and to meet deadlines, depending upon the type of assignment or required by MCS policy.
- Ability to communicate effectively, especially in writing.
- Excellent organizational skills, including: time management, attention to detail, and the ability to recall from memory or detailed notes.
- Excellent interpersonal skills.

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Phone: 207-568-6030 \* Fax: 1-866-344-0991  
Email: [certification@mofga.org](mailto:certification@mofga.org) \* Web: [www.mofgacertification.org](http://www.mofgacertification.org)



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- Ability to independently use computers, internet and related databases, and video conferencing technology.
- Must be able to handle difficult situations constructively, with objectivity and professionalism.
- Ability to directly schedule inspections in allotted time tables balancing needs of MCS and the client.
- Audit, interview, observational and intermediate math skills.
- Valid driver's license and reliable vehicle.
- Due to the geographic scope of MCS' service area, the inspector must be based in Maine, New Hampshire, or northeastern Massachusetts.
- IOIA training (or equivalent) and prior organic inspection experience a plus

#### **Duties and responsibilities:**

1. Generates electronic inspection reports for evaluation by MCS certification specialists.
2. Reports non-compliances to MCS staff as they are discovered in the field.
3. 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 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.

**Benefits:** This position is not eligible for benefits due to the temporary status.

**How to Apply:** Please send your cover letter and resume to [certification@mofga.org](mailto:certification@mofga.org). We will begin reviewing applications in January 2022. The deadline to apply is February 18, 2022.

*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.*

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