



MOFGA Certification Services, LLC **Job Description**

JOB POSTING ANNOUNCEMENT

MOFGA Certification Services, LLC (MCS) is hiring two (2) full time Organic Staff 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. This position is critical for conducting a large portion of MCS' inspections (at least 100 annually) across all MCS programs. This work balances creating a positive experience for our clients while conducting rigorous audits of operations and their records for compliance.

In addition, the staff inspector will be tasked with conducting unannounced inspections, pesticide residue sampling, and generating reports and other documents for MCS, as well as training, auditing, and evaluating inspectors in our inspector pool. During the slower inspection months (typically December-March), the staff inspector will assist other program areas, including administration and operations, inspection planning, and file review work. The staff inspector will be expected to perform a significant percentage of MCS annual inspections (one-fifth of total inspections annually, at least 100) across all of MCS' programs.

This position requires travel within MCS' service territory, overnight travel, off-site visits to clients, as well as office-based work. This position is required to be Maine or New Hampshire-based and the inspector will be able to work remotely from home. IOIA training (or equivalent) and prior organic inspection experience preferred. The staff inspector position is best suited for a candidate that is excited to travel, visit farms and operations, help improve MCS' inspection program, and help strengthen the organic label by being an auditor.

Visit our [Employment Opportunities page](#) for the full job description, benefits, and employment details. Please send your cover letter and resume to certification@mofga.org. Priority will be given to candidates who apply before April 5, 2024.



MOFGA Certification Services, LLC **Job Description**

Inspector

Overview: The Staff Inspector performs organic inspections, including applicant, annual and unannounced inspections, pesticide residue sampling, and generates reports and other documents for MOFGA Certification Services (MCS). This position will also assist MCS with training, auditing, and evaluating inspectors in our inspector pool. Staff Inspectors are expected to work with office 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. During the slower inspection months (typically December-March), the staff inspector will assist other program areas at MCS, including administration and operations, inspection planning, and file review work.

Direct Supervisor: Inspection Coordinator

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

Work Week: This is a full-time position; normally 40 hours per week; some weekend and evening hours as needed

Salary Range: The starting salary range for this position is \$42-\$46,000 annually, dependent upon experience. MOFGA has an excellent benefits package including medical, dental and vision insurance, paid parental leave, and a sabbatical policy (8 weeks after 7 years of employment). Employees receive a generous time-off package including paid vacation and sick time, three personal days, and 14 paid holidays annually, with additional paid holiday time at the end of the year. MOFGA closes its office for one week in July and December and staff are paid during these closures.

Location: This position is remote, requiring travel within MCS' service territory, and off-site visits to clients. The service territory includes the entire state of Maine, the state of New Hampshire, and the northeastern areas of Massachusetts. Our offices are located in Unity, Maine and inspectors are welcome to work from this office as much as they like. Will need to travel to Unity for occasional meetings, and the Common Ground Country Fair. This position is required to be based within the service territory.



MOFGA Certification Services, LLC

Job Description

Preferred Qualities of the Inspector:

- Familiarity with the National Organic Program regulations as it applies to all categories of organic and conventional production.
- A demonstrated working knowledge of organic/sustainable food production. Familiarity with livestock and value-added processing of agricultural products a plus.
- Familiarity with regulatory processes and the role of inspections.
- Ability to manage their own schedule and prioritize their work with regards to the needs of the team and seasonal nature of inspecting. Ability to work remotely and 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.
- 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, as well as a memory for detail.
- Valid driver's license and reliable vehicle.
- Must be able to travel to attend meetings, training workshops and conferences, not all of which are local. Overnights are expected for efficiency.
- Due to the geographic scope of MCS' service area, the inspector must be based within the service territory.
- IOIA training (or equivalent) and prior organic inspection experience preferred.
- College degree or equivalent experience in agriculture or related fields. Applicants with degrees or experience in unrelated disciplines may apply if they have relevant agricultural and/or regulatory experience.

Duties and responsibilities:

1. Performs a significant percentage of MCS annual inspections (one-fifth of total inspections annually, at least 100) across all of MCS' programs.
2. Generates electronic inspection reports for evaluation by MCS certification specialists.



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3. Reports non-compliances to MCS staff as they are discovered in the field.
4. Conducts unannounced inspections and takes pesticide residue samples, following chain-of-custody protocols.
5. Investigates complaints, allegations of non-compliances and violations, as needed.
6. Assist in the production of documents and publications such as policies, report templates, newsletter articles, and fact sheets. Leads annual inspector training.
7. Trains and evaluates inspectors employed and contracted by MCS.
8. Attends MCS staff meetings and MOFGA staff meetings and trainings as appropriate or required.
9. Participate in and support MOFGA's Common Ground Country Fair held each September.
10. At slower times of the year (typically December-March), assist other program areas at MCS, including administration and operations, inspection planning, and file review work.
11. 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.

PO Box 170, Unity, ME 04988
Phone: 207-568-6030 * Fax: 1-866-344-0991
Email: certification@mofga.org * Web: www.mofgacertification.org