



MOFGA Certification Services Job Description

Operations & Administrative Assistant

Overview: This part-time position assists with client-facing and staff administrative support, coordinating with the Operations Administrator & Inspection Program Manager and MCS team members as needed, in order to carry out MOFGA's certification programs. This position is structured to enhance the functioning of MCS's workflow and elevates MCS's communication with clients, colleagues and the public with a strong focus on optimum customer service and quick turnaround of time-sensitive projects. Provides targeted support to the certification (MCS) team throughout the annual cycle.

Supervisor: MCS Director

Position: Hourly, part-time. This position is not considered Exempt under the Federal Fair Labor Standards Act. The employee is eligible for overtime payment. This position is part of the MOFGA Workers United Union bargaining unit.

Salary Range: This is an hourly position, with a starting salary range of \$20-\$21/hour annually, dependent upon experience. MOFGA has an excellent benefits package, including paid dental and vision insurance, and parental leave. Employees receive a generous paid time off package, including vacation and sick time, three personal days, two week-long office closures, 14 paid holidays annually, and a sabbatical after seven years of employment.

Work Week: 24 hours per week; hours are flexible, generally Monday, Wednesday, Friday 9am-5pm, with Friday hours required. Some weekend and evening hours as needed.

Location: This position is hybrid, in-office presence is typically required on Fridays each week, and also required as needs arise throughout the year, including renewal updates, mailings, meetings, training, the Common Ground Country Fair, etc.

Specific responsibilities include:

1. While on schedule, first point of contact for MCS's public facing email and phone line. Ability to answer and route appropriately in a timely fashion.
 - a. Explaining process, fees, and paperwork to applicants ensuring they are knowledgeable and ready for the next steps of certification
 - b. Assistance and setting up certified operations and applicants in the online system
2. Primary and secondary data entry as needed
3. Manage the annual Federal Organic Reimbursement cycle in conjunction with MDACF and/or FSA; including invoicing MCS clients, tracking payments, and communicating with MDACF to ensure they are eligible for reimbursement.



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4. Manage the annual organic system plan update cycle, sending notifications, print and mail renewal packets, including tracking incoming information through to completion
 - a. Point person within MCS for ensuring that all pieces of information related to annual renewal updates and applications, and fees, are submitted by all operations.
5. Support the exchange of critical information between staff, contractors, and clients
6. Participate in MCS internal audits or NOP accreditation audits
7. Assist at MCS events as needed
8. Serve as a flexible team player to support new needs that might arise in MCS
9. Participate in MOFGA's Common Ground Country Fair as needed, in-person

Requirements:

1. Relevant work experience in a busy office setting
2. Excellent communications skills, both verbal and written, and the ability to skillfully create and edit documents and communiques as needed
3. Excellent organizational skills and attention to detail
4. Ability to manage multiple tasks and projects with different deadlines and priorities
5. Proven ability using common office equipment, including computers and copiers; software proficiency including the Internet, databases, Excel, and Google Suite
6. Excellent people skills and high level of customer service
7. Proficiency with accurate data entry in a timely manner, especially during heightened seasonal need
8. Ability to work in a team atmosphere as well as self-directed
9. A commitment to MOFGA's operating principles and to MCS's regulatory responsibilities

MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

Physical Requirements: Ability to work for long periods of time to complete computer-based work which includes extensive screen time, participation in meetings, etc.

To Apply: Please submit a cover letter and resume to certification@mofga.org. We will begin reviewing applications on June 23rd on a rolling basis, and candidates are encouraged to apply as soon as possible. Applications will remain open until the position is filled.

The Maine Organic Farmers and Gardeners Association (MOFGA) is a broad-based community that supports farmers, empowers people to feed their communities, and advocates for an organic future. Our vision is a future where local organic farming nourishes all people, and sustains thriving ecosystems, healthy communities, and fair economies. MOFGA is committed



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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.