



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

### **JOB POSTING ANNOUNCEMENT**

*MOFGA Certification Services, LLC (MCS) is hiring one full time Organic Staff Inspector 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 80 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 80) across all of MCS' programs.*

*This is a remote position required to be Maine or New Hampshire-based. IOIA training (or equivalent) and prior organic inspection experience preferred. Travel is required within MCS' service territory, overnight travel, off-site visits to clients, as well as office-based work; a large amount of time is spent driving and you will have at least one overnight trip a month during the main inspection season May - Nov. 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. Ideal candidates would enjoy splitting their time between their car, a computer, and being out in a field or in a processing facility.*

*A typical day could look like:*

*May- Nov.: Inspection days: check email, drive to inspection (1-2 hrs), conduct inspection (2+ hrs), drive to 2nd inspection, conduct 2nd inspection, drive home!*

*Office days: Check email, write reports, schedule inspections, attend meetings, prep for inspections.*

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*Some inspection assignments will require travel distances of greater than 2+ hours - for these, inspectors must arrange logistics for overnight stay, as well as grouping such inspections in an efficient manner.*

*Nov-Dec.: complete remaining inspections (including residue samples and unannounced), review and edit inspection related documents*

*Jan.-April: Assist other programs and team members with administrative work, review/edit current SOP's and inspection-related documents, conduct Maple and processing inspections, generate scope specific material and design education experiences for the annual inspector training, take courses/webinars to complete annual training hours.*

*Visit our [Employment Opportunities page](#) for the full job description, benefits, and employment details. After reviewing all requirements for the position please send your **cover letter** describing what most excites you about the job and what parts you think you might struggle with, plus **resume** to [certification@mofga.org](mailto:certification@mofga.org). Applications will be accepted through July 30.*

### **Inspector**

**Overview:** The Staff Inspector performs organic, compost, and MC3 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 Program Manager

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**Position:** Salaried. This position is considered Exempt under the Federal Fair Labor Standards Act. The employee is not eligible for overtime payment. This position is part of the MOFGA Workers United Union bargaining unit and eligible for union membership.

**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 \$45-\$48,000 annually, dependent upon experience.

**Benefits:** 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, but must be based in either Maine or New Hampshire, 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 be required to travel to Unity for occasional meetings, and all 3 days of the Common Ground Country Fair.

#### **Requirements for this position:**

- Agricultural college class credits or 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.
  - At least 2,000 hours of agricultural college classes or agricultural experience
- 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.



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- 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.
- 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
- Must be comfortable driving long distances weekly and walking through all terrain inside and outside
- Must be eligible to travel into Canada- will need valid documentation for out of country travel ahead of our Maple trip in March/April

#### **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.
- IOIA training (or equivalent) and prior organic inspection experience preferred.

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

1. Performs a significant percentage of MCS annual inspections (one-fifth of total inspections annually, at least 80) across all of MCS' programs.
2. Travel at least once a month during main inspection season May - Nov, and travel for MCS' maple trips in March and/or April in rural areas.
3. Generates electronic inspection reports for evaluation by MCS certification specialists.
4. Reports non-compliances to MCS staff as they are discovered in the field.

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5. Conducts unannounced inspections and takes pesticide residue samples, following chain-of-custody protocols.
6. Investigates complaints, allegations of non-compliances and violations, as needed.
7. Assist in the production of documents and publications such as policies, report templates, newsletter articles, and fact sheets. Leads annual inspector training.
8. Trains and evaluates inspectors employed and contracted by MCS.
9. Attends MCS staff meetings and MOFGA staff meetings and trainings as appropriate or required.
10. Participate in and support MOFGA's Common Ground Country Fair held each September.
11. 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.
12. 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 (MOFGA) is a broad-based community, transforming our food system by supporting farmers, empowering people to feed their communities, and advocating for an organic future. 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.*