



## **Job Description: Materials Review Specialist & Staff Inspector**

Vermont Organic Farmers, LLC (VOF)

Northeast Organic Farming Association of Vermont (NOFA-VT)

VOF Office: 802-434-3821 vof@nofavt.org www.nofavt.org

**Job Title: Materials Review Specialist & Staff Inspector**

**Employee Status:** 20 hrs. /wk., Salaried; Exempt (Remote position-must be located in VT)

**Salary Range:** \$19,760-\$21,840

**Summary Description:** The Materials Specialist & Staff Inspector will coordinate the materials review program and will conduct inspections on organic farms and facilities. Major duties include developing and coordinating the materials review program, reviewing materials for compliance with the organic regulations and conducting on-site inspections of operations for compliance to the organic regulations.

**Reports to:** Certification Director

### **Responsibilities include:**

- Coordinate the materials review program for VOF
- Maintain a database of reviewed materials and ingredients
- Review brand name products for compliance with National List
- Coordinate re-review of allowed and prohibited products and ingredients
- Maintain an understanding of the USDA National Organic Program regulations, as well as VOF policy and procedures
- Assist with creating material review policies and procedures
- Publish and update VOF product review lists
- Participate in VOF Staff meetings
- Conduct inspections of operations requesting certification
- Assist with preparation for and attend VOF Annual Meeting
- Assist with marketing of certified growers and VOF label in general
- Present certification and materials review information to producers and consumers when needed
- Any other task relevant to these duties or the mission of the organization as assigned by supervisor

### **Additional NOFA Responsibilities:**

- Attend bi-weekly staff meetings
- Assist with preparation for and attend Winter Conference & NOFA Annual Meeting
- Attend Board Meetings when applicable
- Articles for NOFA Notes when needed
- Facilitate a minimum of 2 workshops annually

### **Qualifications**

*Knowledge:* Knowledge of organic and sustainable agriculture; Knowledge of organic and sustainable farming in Vermont preferred; Knowledge of materials used in organic production and processing, Knowledge of food science and manufacturing.

*Education & Training:* Bachelor's degree or equivalent work experience, preferably in chemistry, food science, agriculture or environmental studies; Familiarity with regulatory compliance; Knowledge of organic standards and regulations; Familiarity with certification procedures; Knowledge of food science/food processing.

*Skills:* Analytical problem solving ability; Ability to manage multiple priorities and perform within deadlines and excellent communication, writing and interpersonal skills; Computer proficiency: word processing,

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Certified **Organic, Locally** Grown

spreadsheets, internet research, databases (Salesforce experience a plus); Excellent organizational skills and attention to detail.

*Capabilities:* Able to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others; Must be able to develop a work plan and perform in a team environment; Must understand and appreciate the importance of extraordinary customer service with a strong interest in and commitment to promoting the goals of NOFA-VT .

*Conditions:* Minimal physical requirements other than occasional light lifting; Valid driver's license; Statewide and occasional out-of-state travel required.