



Job Description: Certification Specialist

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: Certification Specialist (Crop & Livestock)

Employee Status: 40 hrs./wk., Salaried; Exempt

Summary Description: The Certification Specialist will coordinate the annual process of verifying the organic production practices of our crop and livestock producers. Major duties include reviewing organic system plans and inspection reports, writing compliance letters and assisting farmers with the certification process.

Reports to: Certification Director

Responsibilities include:

- Review certification applications, inspection reports and supporting documentation and determine compliance status for maple, vegetable and diverse producers
- Assign inspections for maple, vegetable and diverse producers
- Provide information to persons requesting organic certification and respond to producer requests for information regarding their certification
- Serve as primary contact for assigned maple, vegetable and diverse producers
- Maintain database for assigned certification files
- Participate in VOF staff meetings
- Support the development and maintenance of certification forms and documents including information materials to aid producers with NOP compliance
- Assist with Review Committee work and attend meetings
- Maintain an understanding of the USDA National Organic Program regulations, as well as VOF policy and procedures
- Implement certification policies and procedures
- Conduct inspections of operations requesting certification, as needed
- Organize and maintain certification files
- Keep up to date with allowed and prohibited materials, and work with Material Review Specialist to identify and communicate material issues to producers
- Track all outstanding adverse actions
- Work with Certification Director to respond to rebuttals and appeals of adverse certification decisions
- Assist with preparation for and attend Inspector Training
- Communicate with inspectors as far as appropriate workload and scheduling inspections
- Evaluate inspection reports
- Assist with preparation for and attend VOF Annual Meeting
- Assist with marketing of certified growers and VOF label in general
- Present certification information to producers and consumers when needed
- Work with technical assistance program to help producers get through certification process smoothly and identify areas of need
- Assist with residue testing
- 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

Vermont Organic Farmers
PO Box 697 ♦ 14 Pleasant Street ♦ Richmond VT 05477 ♦ 802-434-3821
Certified **Organic, Locally Grown**

- Articles for NOFA Notes when needed
- Facilitate a minimum of 2 workshops annually

Qualifications

Knowledge: Knowledge of diverse organic and sustainable agriculture, Knowledge of organic and sustainable farming in Vermont preferred

Education & Training: Bachelor's degree or equivalent work experience, preferably in Food Science, Agriculture or Environmental Studies, Familiarity with regulatory compliance, Knowledge of organic standards and regulations, Familiarity with certification procedure, Knowledge of food science/food processing

Skills: Analytical problem solving ability, Ability to manage multiple priorities and perform within deadlines, Excellent communication, writing and interpersonal skills, Computer proficiency: word processing, spreadsheets, internet research, databases (Salesforce experience a plus!), Excellent organizational skills, 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 workplan and perform in a team environment, Understands and appreciates importance of extraordinary customer service, 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, Moderate statewide and occasional out-of-state travel required