



Job Description: Materials 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 Specialist/Staff Inspector

Employee Status: 40 hrs. /wk., Salaried; Exempt (Telecommuting may be an option but person must be located in VT)

Salary Range: \$39,520-\$48,568

Summary Description: The Materials Specialist & Staff Inspector will coordinate the materials review program, conduct inspections on organic farms and facilities, and verify the organic production practices of organic and grassfed livestock producers. 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. Minor 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:

- Coordinate the materials review program for VOF
- Maintain a database of reviewed materials and ingredients
- Review brand name products for compliance with the National List
- Coordinate re-review of allowed and prohibited products and ingredients
- Maintain an understanding of the USDA National Organic Program regulations, OPT Grassfed Standards, as well as VOF policies 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
- Provide information to persons requesting organic certification and respond to producer requests for information regarding their certification
- Serve as the primary contact for applicants assigned by supervisor. Review their certification applications, inspection reports and supporting documentation, determine their compliance status and assign their inspections
- Assist with the preparation for and attend VOF's Annual Meeting
- Assist with the marketing of certified growers and VOF label in general
- Present certification and materials review information to producers and consumers when needed
- Coordinate residue testing program and unannounced inspections program
- Any other task relevant to these duties or the mission of the organization as assigned by supervisor

Additional Responsibilities:

- Attend bi-weekly NOFA staff meetings
- Represent VOF at NOFA Winter Conference
- Represent VOF at NOFA Board Meetings when applicable
- Write content for outreach and marketing as needed
- Facilitate a minimum of 2 events annually

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

Qualifications

Knowledge: Knowledge of organic and sustainable agriculture; Knowledge of organic and sustainable farming in Vermont preferred; Knowledge of organic and grassfed livestock production; 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, 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 VOF.

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