

NOFA-NY

Certified Organic, LLC

840 Upper Front Street • Binghamton, New York 13905 •

NOFA-NY Certified Organic, LLC is a non-profit, USDA-accredited organic certification agency, whose primary purpose is to provide high integrity organic certification to over 1,000 organic farmers and processors throughout New York State and surrounding areas.

NOFA-NY Certified Organic, LLC is hiring a full-time Certification Specialist. Training provided along with the ability for a flexible work location at home or at NOFA-NY Binghamton, NY office. A candidate who can regularly visit the Binghamton, NY office is preferred, though flexibility in location is possible.

The starting salary for this exempt position is \$30-\$35K depending on experience along with annual pay increases. Benefits include healthcare, dental and 403(b) as well as generous paid holidays/vacation time. Be a part of a growing company working with a dedicated team that supports local organic food and farming.

Responsibilities

- Review initial/renewal certification applications for completeness, accuracy, and compliance with USDA NOP National Organic Standards
- Review initial/renewal application after inspection for compliance with NOP National Standards and consistency with Organic Farm Plan submitted.
- Approve/Pend or Deny approval of Organic Certification
- Finalize producers certificates and paperwork
- Issue non-compliance notices to producer not in compliance with the NOP National Organic Standards
- Review producers response to non-compliance, final review determination notification and document results of findings
- Assist the certification office with the annual mailing of applications for renewal
- Assist the certification office with producer communication and mailings as necessary.
- Input of data into database including products, crops, fields, livestock, and acreage.
- Attend Office trainings and meeting
- Attend trainings outside the office – Field days, shadow inspection, NOFA-NY annual conference, and IOIA inspector training.

QUALIFICATIONS

- Bachelor's degree in a related field, or 1-3 years experience.
- Excellent organizational skills and attention to detail. Good writing and communication skills.
- Good computer skills including a working understanding of data base programs, word processing, and email systems.
- Able to respond decisively, accurately, confidently, and courteously to client inquiries.
- Knowledge of organic farming and familiarity with production systems, including vegetable, livestock, dairy, and fruit production is highly desirable.
- Willing to work irregular hours and travel as needed.

For information regarding our organization, please visit www.nofany.org. This position will take approximately one year to master - serious applicants only. Interested and qualified candidates are invited to email a resume and letter of interest to: Lori@nofany.org.

NOFA-NY is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.