



NOFA-NY Certified Organic, LLC

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CERTIFICATION SPECIALIST JOB OPENING

NOFA-NY Certified Organic, LLC has an immediate opening for a full-time Certification Specialist. We are a non-profit, USDA-accredited organic certification agency providing high integrity certification services to over 1,000 organic farms and processors throughout New York State and surrounding areas.

The ideal candidate will understand farming practices and food systems with knowledge of the organic industry preferred, excellent organizational skills, a strong work ethic, and the ability to do fast-paced, detail-oriented work. Join a team of bright and passionate individuals who are committed to upholding the integrity of the organic label and furthering the sustainable agriculture movement.

RESPONSIBILITIES

- Review of crop, livestock and processing certification applications, inspection reports, and related compliance documents including:
 - Evaluating for completeness and accuracy,
 - Compliance with USDA National Organic Program (NOP) regulations,
 - Consistency with Organic System Plan submitted.
- Demonstrate a comprehensive understanding of the organic certification process and NOP regulations, as well as NOFA-NY policies and procedures.
- Write professional correspondence to clients.
- Input of data including materials, crops, fields, livestock.
- Attend office trainings and meetings.
- Represent NOFA-NY at events and meetings, as applicable.

QUALIFICATIONS

- Bachelor's degree in a related field, or 1-3 years experience.
- Excellent organizational and communication (written and verbal) skills.
- Computer proficiency in databases, word processing, and email systems.
- Ability to do self-motivated fast-paced, detail-oriented work.
- Ability to manage multiple priorities and perform tasks within deadlines.
- Knowledge of organic farming and processing, including familiarity with production systems such as vegetable, livestock, dairy, and fruit production is highly desirable.
- Familiarity with regulatory compliance, NOP regulations, and the organic certification process a plus.

This is a full-time (40 hours/week) position. Benefits include healthcare, dental, vision, life, and 403(b) as well as generous paid holidays/vacation time. The starting salary is \$30-\$35K along with annual pay increases. NOFA-NY offers a collaborative and flexible working environment.

This position will take approximately one year to master - serious applicants only. Training is provided via Zoom or other media. Occasional office visits may be required in the future, but this position is fully remote at this time.

Interested and qualified candidates are invited to email a resume and cover letter to: certifiedorganic@nofany.org. For information regarding our organization, please visit www.nofany.org.

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