



## Job Posting – COABC Accreditation Board Director

The COABC is a non-profit organization that Administers the *Organic Agricultural Products Certification Regulation* under the *Agri-Food Choice and Quality Act of British Columbia*. The COABC performs the government-mandated task of accreditation to the organic regulations and is the voice of the organic movement in the province.

The COABC is now seeking an Accreditation Board Director. The contract is home-based however proximity to the COABC office in BC is preferred.

The Director of the COABC Accreditation Board will:

- Be responsible for the overall management of the Accreditation Board
- Supervise the development and implementation of a quality control system for the Accreditation Board and the management of its records and documents
- Be responsible for assessment of CBs, Accreditation Board meetings and accreditation decisions
- Ensure the support staff are competent, and provided with all documents and training as required
- Ensure that all Accreditation Board members are supplied with the relevant technical information and all members are familiar with accreditation procedures, legal requirements, and any other regulations as required
- Participate in any projects related to the COABC Accreditation Program as requested by the COABC Board of Directors
- Provide an annual report to the COABC Board of Directors and to the Canadian Food Inspection Agency (CFIA)
- Participate in yearly management review and internal audit
- Assist and respond to complaints as appropriate
- Respond to certification body questions as appropriate
- Attend the Annual Conformity Verifications Body (CVB) meeting in Ottawa
- Chair face to face meetings as required, regular teleconference meetings (3-5 per year)
- Attend audits as necessary
- Some travel required

The successful candidate will have the following skills and qualifications:

- Experience in quality control systems, systems analysis, and audit process
- Experience in organic inspection/certification/accreditation and working knowledge of the Canadian Organic Standard and the Canada Organic Regime
- Experience working with a volunteer board of directors
- Demonstrated ability to write clear concise reports
- Strong interpersonal, communication, management and administration skills
- Experience in conflict resolution

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- Ability to work cooperatively with a diverse group of stakeholders – including public, organic operators, certification staff and various levels of government.
- Leadership qualities such as, good communication, delegation of tasks and commitment to completing accreditation tasks.
- Excellent time management skills
- Flexible schedule
- Must have access to internet and home office

Contract Details:

- Year round contract position, renewed annually based on performance review
- Start date April 16, 2018
- Approximately 45-50 hrs per month, hours vary depending on time of year
- Rate between \$30-\$35/hr, according to experience

Submission deadline is 4 pm, February 28, 2018. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Applications will be accepted via email only.

Please send cover letter, CV and training certificates in pdf form to:

Jen Gamble, COABC Executive Director of Operations  
[edo@certifiedorganic.bc.ca](mailto:edo@certifiedorganic.bc.ca)  
Subject: AB Director position

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