Certification Specialist II – Handling Department

NOFA-NY Certified Organic, LLC is hiring a full-time Certification Specialist for the Handling Department to start ASAP.

Be a part of a growing mission driven USDA-accredited organic certification agency, whose primary purpose is to provide high integrity certification services to ~1,000 organic farmers and food businesses throughout New York State and surrounding areas.

The Certification Specialist works to accomplish a smooth and efficient implementation of the USDA National Organic Standards throughout the organic certification process while maintaining integrity and offering producers high-quality customer service. Must uphold confidentiality of our certified producers.

Responsibilities:

- Perform review of handling certification applications and inspection reports as assigned by the Handling Department Manager including:
    - Evaluating for completeness and accuracy
    - Compliance with National Organic Program Standards
    - Consistency with Organic System Plan
- Approve/pend or deny organic certification
- Finalize certificates, addenda, and file organization
- Write professional correspondence to producers
- Issue noncompliance notices and adverse action notices to producers not in compliance with the National Organic Standards
- Review producer's response to noncompliance's, final review determination notifications and document results of findings
- Assist the certification office with producer communication and other tasks as necessary
- Data input and accuracy into NOFA-NY's database
- Act as support to the Handling Department Manager as required
- Attend trainings and meetings
- Attend trainings outside the office – Field days, shadow inspection, NOFA-NY annual conference, other as applicable.

QUALIFICATIONS

- Bachelor's degree in a related field, or 1-3 years relevant experience
- 1-4 years' working experience with USDA organic handling regulations
- Excellent organizational skills, attention to detail, writing and communication skills

- Good computer skills including a working understanding of database programs, word processing, and email systems
- Able to respond decisively, accurately, confidently, and courteously to client inquiries

This is a full-time (40 hours/week) remote position with benefits. Benefits include healthcare, dental, vision, life and 403(b) as well as very generous paid holidays/vacation time. NOFA-NY offers a collaborative and flexible working environment. $23 - 26/hour starting rate.

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

Equal Employment Opportunity (EEO) Statement

NOFA-NY is an Equal Opportunity Employer committed to providing a workplace free from discrimination, harassment, and retaliation. Employment decisions are based on qualifications, skills, experience, and business needs, without regard to race, color, religion, creed, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, marital status, disability, genetic information, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

NOFA-NY provides reasonable accommodations to qualified applicants and employees with disabilities, pregnancy-related conditions, and sincerely held religious beliefs or practices, in accordance with applicable law.
Please visit NOFA-NY's website to read our Equity Statement here.