



Certification Specialist – Handling

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

Be a part of a growing not-for-profit, USDA-accredited organic certification agency, whose primary purpose is to provide high integrity certification services to 1,100 organic farmers and processors 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 a friendly and helpful service. Must uphold confidentiality of our certified producers.

Responsibilities:

- Perform review of handling certification applications and inspection reports as assigned by the Certification Manager including:
 - Evaluating for completeness and accuracy
 - Compliance with National Organic Program Standards
 - Consistency with Organic System Plan submitted
- Approve/pend or deny organic certification.
- Finalize certificates and paperwork.
- 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.
- Input of data into database
- Act as a support to the Certification Manager as required.
- Attend office 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 experience in related field.
- 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.
- Knowledge of organic farming and processing, familiarity with handling and producers.

This is a full-time (40 hours/week) 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. \$21/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.

NOFA-NY is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. We encourage applicants from diverse backgrounds to apply. NOFA-NY is committed to centering racial equity in our organization and in our advocacy work. Please visit NOFA-NY's website to read our Equity Statement [here](#).