



Accredited Certifiers Association

PO Box 332 Port Richey, FL 34673

(844) 783-7974

www.accreditedcertifiers.org

Accredited Certifiers Association is Hiring - Coordinator

The Accredited Certifiers Association, Inc. (ACA), is a non-profit organization that strives to ensure consistent implementation of USDA Organic Regulations through collaboration and education of accredited certification agencies. We envision a world where the USDA Organic label is always trusted and valued.

The ACA announces an immediate opening for a full-time Coordinator (40 hours/week), working remotely. The current salary range for a full time Coordinator is \$52,000 - \$64,000 based on experience. The Coordinator reports directly to the ACA Board of Directors. The Coordinator serves as the administrative officer, overseeing the goals and activities of the organization. Primary responsibilities include:

- Drive ACA Organizational Vision and Strategic Plan
- Membership Development
- Financial Oversight and Management
- Outreach and Communication
- Working Group Management
- Educational Programming

For more information about our organization, please visit www.accreditedcertifiers.org. Interested and qualified candidates are invited to email a resume and cover letter to admin@accreditedcertifiers.org. Applications received by January 19th, 2022 will be considered first, however applications will be accepted until the position is filled. Only applications with a cover letter and a resume will be considered.

Required Qualifications

- Bachelor's degree in agriculture, business, legal or related fields or equivalent experience
- Three (3) to five (5) years' experience with the organic certification process, including a working knowledge of the USDA National Organic Program requirements
- Excellent written and verbal communication skills, including ability to prepare meeting summaries
- Experience with:
 - Microsoft Office Suite software, i.e.: Word, MS Excel, PowerPoint, and Outlook
 - Email and internet-based systems such as Google Groups, Google Drive, Google Docs, & Doodle Scheduling
 - QuickBooks Accounting software



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- Adobe Acrobat
- WordPress for website maintenance
- Experience in planning conference programs, curriculum and webinar development
- Superior time-management/project management skills including the ability to manage multiple projects and meet multiple deadlines with great attention to detail, minimal supervision and within the allocated budget
- Good facilitation skills
- Ability to work collaboratively with ACA Board and ACA members participating in working groups and event planning
- Ability to be flexible in number of hours worked, scheduling and working across multiple time zones
- Willingness and ability to travel (car and plane) to national and regional meetings

Preferred Qualifications

- Past experience in overall management of small nonprofit organization with emphasis on volunteer participation
- Past conference and training program development and management

ACA Coordinator Position Overview

The ACA Coordinator is responsible for the day-to-day activities of the organization, including support for the ACA Board of Directors, management of membership process, financial activities, news updates and website administration. The Coordinator also leads the educational activities of the association, including the coordination of working groups, monitoring and moderating the ACA Discussion Group, development of webinar training programs for certification agency staff and planning the annual professional training program.

The **ACA Coordinator Position** description:

Primary Responsibilities

- **ACA Board Support**
 - Schedule ACA Board Conference Calls
 - Develop ACA Board Agenda in conjunction with Board Chair
 - Prepare Board Conference Call Notes
 - Implement policies and strategic plan
 - Solicit Board Members and provide training for new board members
- **Membership**
 - Responsible for monitoring renewal dates, sending renewal notices and follow-up reminders

- Identify nonmember accredited certification agencies and nonmember supporting organizations and advocate the advantages of ACA Membership to their organization
- Maintain open communication and act as conduit between ACA Board and our members
- **Administrative/Financial**
 - Supervise administrative support personnel who perform office, financial, and other administrative duties assigned by the Coordinator
 - Plan, organize and oversee the activities and operations of the office
 - Train and evaluate the performance of assigned personnel
 - Draft annual ACA budget for ACA Board review and approval. Implement budget once approved
 - Oversee renewal membership payments, including credit card payments, wire transfer payments, ACH payments, and checks
 - Oversee deposit of funds received and payment of ACA obligations
 - Provide monthly financial reports to ACA Treasurer and quarterly financial reports to ACA Board Members
 - Complete and file annual IRS 990 Information Form for nonprofit organizations, along with corporate biennial reporting requirements
- **Communication**
 - Represent the ACA in public forums
 - Facilitate communication between the National Organic Program and certifying agencies
 - Provide report of National Organic Standards Board Meeting to ACA Members
 - Publish online news articles on the ACA website when appropriate.
 - Oversee the management of the ACA Discussion Group listserv, including the addition and removal of participants and developing Summaries of discussions when appropriate
 - Oversee the management of ACA Website to ensure current content
- **Working Groups (Manage all aspects of ACA Working Groups)**
 - Solicit participants for working groups
 - Schedule working group conference calls
 - Identify and/or serve as facilitator for the working group meetings
 - Organize resource information for working group participants
 - Provide a summary of working group meetings
 - Draft working group documents and solicit comments
 - Distribute working group documents to general membership for comments
 - Post pertinent working group documents on ACA Website
 - Communicate working group outcomes or questions to the NOP as appropriate
- **Education Programs (Manage all aspects of Annual ACA Professional Development Training)**

- Confirm if the NOP will provide certifier training in conjunction with the ACA training
- Identify appropriate date and location (if in-person), in agreement with NOP
- Identify hotel with appropriate accommodations at a rate that is affordable to our members; negotiate contract with hotel
- If virtual, utilize a virtual conference platform to organize the training.
- Identify specialized tracks within the Training Program event, e.g., track targeted to review staff of certification agency; track for materials review, etc.; identify the number of additional volunteers (or contract workers) necessary to manage expanded sessions
- Develop agenda topics in conjunction with working group, obtain speakers, and organize resource materials for the attendees
- Develop registration form and distribute
- Collate registration information and financial records of registration fees
- Manage all on-site logistics including monitoring food provided and timekeeping duties to maintain schedule of sessions
- Provide summary of attendee evaluations and training program income and expenses to ACA Board
- **Manage all aspects of development of webinars for training of certification agency staff:**
 - Identify specific topics for training
 - Identify presenters
 - Coordinate with presenters to develop curriculum, including additional resource materials if applicable
 - Moderate webinar presentation
 - Develop registration materials
 - Develop webinar attendee survey
 - Compile attendee survey results
 - Manage archived webinars for future use