JOB DESCRIPTION

Job Title: Poultry Affiliate Program Specialist
Supervised by: Handling Manager
Job status: Full time
Supervises: N/A
Reviewed by: Handling Manager

Poultry Affiliate Program Specialist

NOFA-NY Certified Organic, LLC is hiring a full-time Poultry Affiliate Program Specialist.

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 ~1,000 organic farmers and processors throughout New York State and surrounding areas.

The Poultry Affiliate Program 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. This position coordinates poultry certification applications and reviews application materials and inspection reports for completeness, accuracy, and compliance with the National Organic Standards. The position supports the Certification Department Manager in the certification review process and must uphold the confidentiality of our certified producers.

Responsibilities:

- Receive, review, and process incoming poultry certification applications for completeness and accuracy.
- Monitor certification files throughout the certification process and follow up with producers to obtain outstanding information and documentation.
- Review poultry certification applications and inspection reports as assigned by the Certification Manager, including:
    - Evaluating for completeness and accuracy.
    - Reviewing for compliance with National Organic Program Standards.
    - Evaluating consistency with the Organic System Plan submitted.
- Identify potential noncompliances and prepare review findings and recommendations for the Certification Manager.
- Prepare draft noncompliance notices, determination letters, and other certification correspondence for review and approval by the Certification Manager, as applicable.
- Review producer responses to noncompliances, document findings, and provide recommendations to the Certification Manager.
- Prepare certificates and certification paperwork following approval by the Certification Manager.

- Write professional correspondence to producers and respond to inquiries regarding the certification process.
- Send certification files to inspectors, monitor the return of completed inspection reports, and communicate with inspectors as needed.
- Input and update information in the appropriate databases and maintain accurate certification files.
- Assist with annual renewal application mailings, producer communications, and other certification office tasks as necessary.
- Review administrative noncompliances and routine determination notices in accordance with established procedures.
- Act as a support to the Certification Manager as required.
- Attend office trainings and meetings.
- Attend trainings and events outside the office, including field days, shadow inspections, the NOFA-NY annual conference, and other opportunities as applicable.
- Perform additional duties and special projects as assigned.

Qualifications:

- Associate's or bachelor's degree in a related field, or 1–3 years of experience in a related field.
- Excellent organizational skills, attention to detail, and writing and communication skills.
- Good computer skills, including a working understanding of database programs, word processing, spreadsheets, and email systems.
- Ability to respond decisively, accurately, confidently, and courteously to producer inquiries.
- Ability to review documentation, identify discrepancies, and evaluate information against established standards.
- Knowledge of poultry production, organic livestock farming, and organic certification is desirable.
- Ability to manage multiple assignments, prioritize work, and meet deadlines.
- Ability to work independently and collaboratively while recognizing when issues require review by the Certification Manager.
- Willingness to travel and attend off-site trainings and events as needed.

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. Starting pay $25/hour.

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.***