

OTCO Staff Inspectors – West Coast, Midwest, and South East

ABOUT US

Oregon Tilth is a leader in organic certification working to make our food and agriculture biologically sound and socially equitable. We are a fully remote company. Don't feel like you meet every requirement? Studies have shown that women and people of color are less likely to apply for a job unless they meet every single qualification. At Oregon Tilth, we are dedicated to building a diverse, inclusive, and authentic workplace. If you are excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway as you may just be the right candidate for this position or other roles.

SUMMARY

The Inspector works with certification staff and clients to assess overall compliance of operations to regulatory standards through on-site observations and evaluation. The Inspector travels to conduct interviews of operations, audits records, and provides technical assistance to support the needs of clients in the area of inspection. The Inspector works with certification staff to enhance the program through continuous improvement.

This is an exempt level position. The salary range for this position is \$49,896.17 to \$64,035.11 depending on experience and level hired. Oregon Tilth offers a full suite of benefits including medical, dental, and life insurance; generous paid time off including paid volunteer time; employer matching contribution to retirement plan; and the opportunity to work with a dedicated team devoted to building a brighter food future for people and planet.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Inspector include, but are not limited to, the following:

- *Engaged Teams* — Evaluating and assessing organic system plans for completeness and accuracy; working as a member of the team to ensure consistency of certification processes with a high level of integrity and quality; supporting clients and staff by assisting with the development and delivery of instructional materials regarding on-site visits; supporting client service delivery teams by troubleshooting inspection related issues and general support of documentation and compliance needs; ensuring client files are appropriately managed and current; and role modeling a shared vision and caring culture in alignment with Oregon Tilth’s mission.
- *Empowered Clients* – Ensuring a positive client journey that aligns with the Oregon Tilth client journey map; providing timely and transparent service and communications to clients; providing general and technical assistance regarding the certification process; engaging with clients to ensure their understanding of compliance matters and processes; assessing all relevant parts of the operation’s premises and records to determine compliance with applicable standards; ensuring a high level of service and quality; and monitoring expenses and billing to ensure cost effectiveness.
- *Exemplary Leadership* – Demonstrating uncompromising integrity through knowledge sharing and appreciation for diversity, equity and inclusion; promoting quality certification services and positive interactions; working with certification staff to develop documents, processes and procedures that support high quality inspections and continuous improvement; professionally representing Oregon Tilth at various trade shows and events; and role modeling diversity, equity and inclusion.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree in relevant field or minimum 4 years equivalent work experience
- Experience working in professional office environment
- Strong attention to detail
- Strong communication skills
- Inspector Level 2
- o All of the above
- o Minimum 2 years professional experience directly related to third-party certifications
- o Mastery of Inspector tasks, requirements and relevant standards

PREFERRED SKILLS/EDUCATION/EXPERIENCE

- Crop, livestock and/or handling experience
- Experience working in a regulatory environment
- Experience with inspections and auditing
- Experience in agriculture or food science

WORKING CONDITIONS

This position primarily works in various indoor and outdoor conditions.

PHYSICAL REQUIREMENTS

- Ability to lift 50 pounds or less
- Standing for long periods of time
- Walking long distances
- Maneuvering through challenging terrain or awkward production environments

TRAVEL

This position requires extensive local and non-local travel in all weather conditions.

AAP/EEO STATEMENT

Oregon Tilth provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, genetics or genetic information, marital status, protected veteran status, disability, political belief, expunged juvenile record, or any other characteristic protected by federal, state or local law.

TO APPLY

Please send your resume and cover letter specifically indicating your interest in applying to jobs@tilth.org.