



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

JOB ANNOUNCEMENT: CCOF Certification Services LLC Executive Coordinator Position will remain open until filled

Organizational Overview: CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, our roots now span the breadth of North America, and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

Position Summary:

The Executive Coordinator is a vital member of the CCOF Certification Services (CS) LLC team. The Executive Coordinator reports to CCOF CS Chief Certification Officer (CCO) and is responsible for a wide variety of day-to-day operations in support of the CCO and the certification leadership team. Applicants must be able to work in a fast-paced office environment with significant job responsibilities. This is a full-time, salary non-exempt position. Due to the evolving times with COVID, CCOF is willing to implement a “hybrid” schedule for Executive Coordinator role, with some days in the Santa Cruz, CA office, and some days remotely.

Position Responsibilities:

- Manage CCO’s calendar and schedule including internal coordination of meetings
- Manage CCO’s correspondence—sort, draft, edit, proof memos, letters, and email
- Answer and appropriately respond to or re-direct incoming calls and messages
- Work with internal databases and systems related to the office of the CCO
- Proof, edit and format reports and other materials presented by the CCO
- Support CCO with LLC Management Committee meetings, which includes securing venues, taking minutes, and maintaining committee forms such as decision summaries, and policies binder(s), and providing support to committee members
- Make travel arrangements for the CCO and for cert staff travel to trade shows
- Meeting and event preparation – prepare packets of information (agendas, presentations) to ensure CCO is prepared for all engagements
- Schedules and attends Cert Director meetings, Management Team meetings, CCO Office hours and Certification Staff meetings – set up meetings, take notes, follow up on action items
- Process promotions and change of statuses for certification staff - employee status change forms, IT forms, HR forms
- Makes purchases and pick-ups on behalf of team, such as appreciation items, food for meetings
- Coordinates hospitality for meetings with guests; provides support during meetings
- Assist with monitoring deadlines of various certification projects with outside parties, and between CCOF LLC and CCOF Inc.

- Leading and managing special certification projects
- Project lead for certification staff events such as our biennial Cert Summit
- Work collaboratively with support staff of other internal offices to ensure coordination of messaging, projects, and policies across LLC, Inc., and the Foundation
- Ensures checks are signed
- Collect and code receipts and complete expense reports
- Maintain and develop work-instructions for Executive Coordinator duties as related to the position

Essential Qualifications, Skills and Experience:

- Excellent communication skills in person and on the phone
- Excellent writing and editing skills
- Excellent computer skills including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat programs
- Ability to anticipate needs and to logically solve problems with little supervision
- Discretion in handling and communicating sensitive information
- Project management skills: ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects
- Initiative
- Strong attention to detail
- Comfortable with frequent change and working in unknown situations
- Ability to multi-task in a fast-paced environment
- A positive attitude and willingness to do whatever it takes to get the job done
- Familiarity with organic agriculture and food production a plus

Qualifications:

Applicants must be able to document work experience and/or training to demonstrate the skills needed for the job. The following qualifications are desired:

- Associate degree: Bachelor’s degree preferred
- 2 or more years of experience as an administrative or Executive Coordinator preferred
- Must have own reliable vehicle available for errands
- Will require occasional overtime, working weekends, and travel

Compensation:

CCOF takes pride in offering competitive salaries and excellent benefits. Competitive benefits include medical, dental, vision, paid vacation and 401k retirement plan with company match. The Executive Coordinator’s compensation package will be based on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with “Executive Coordinator” in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls, please. You will be contacted only if an interview is requested. Only short-listed candidates will be contacted. Thank you for your interest.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.