



# CCOF

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

## **JOB ANNOUNCEMENT: Organic Technical Specialist**

**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 Organic Technical Specialist, a position of the 501(c)3 CCOF Foundation, supports socially disadvantaged farmers by providing organic expertise and technical assistance and developing and implementing educational programs. This position is responsible for development of training materials, organizing trainings and technical assistance, grower outreach, coordination of outside educators, and supporting program evaluation. The Organic Technical Specialist supports the Foundation in fostering positive relationships with program participants, members, and external partners. They work collaboratively with the entire Foundation team and other CCOF departments to further CCOF's mission of advancing organic agriculture for a healthy world.

This is a full-time (part-time may be considered), non-exempt position reporting to the Foundation Program Manager. This is a California-based position that will require driving to Central Coast (and possibly Central Valley) throughout the year.

### **Position Responsibilities:**

#### Providing Organic Expertise and Technical Assistance

- Developing Content
  - Works with CCOF staff, partners, and farmers to identify gaps in knowledge and opportunities for organic technical assistance and professional development
  - Builds, edits, and maintains up-to-date training materials
  - Creates structures, leads and/or facilitates grower to grower mentorship opportunities, and provides resources for growers regarding:
    - Recordkeeping & paperwork management for organic certification
    - Management practices for certified organic operations
    - Organic cost share

- Nutrient management for organic production
  - Integrated pest and weed management for organic production
  - Ecosystem improvement and regenerative organic practices
  - Navigating government regulations for growers (i.e.: Water regulations, food safety, CDFA registration)
- Implementing Content
  - Responsible for preparing and providing both in person and remote one-on-one technical assistance, presentations, and classes for:
    - Recordkeeping & paperwork management for organic certification
    - Management practices for certified organic operations
    - Organic cost share
    - Nutrient management for organic production
    - Integrated pest and weed management for organic production
    - Ecosystem improvement and regenerative organic practices
    - Navigating government regulations for growers (i.e.: Water regulations, food safety, CDFA registration)
- Maintains up-to-date knowledge of resources for small and medium scale organic producers
- Maintains up-to-date knowledge of organic practices by attending continued education opportunities put on by NGO's State and County Extension services, Universities, NRCS, etc.
- Provides technical and logistical support for technical assistance, webinars, and in-person trainings

#### Administrative and Recordkeeping

- Manages logistics for technical assistance, remote, virtual, and in-person events including one-on-one and group events
- Maintains up-to-date records/portfolio of all technical assistance clients/grantees
- Maintains database of subject specific consultants, including farmer mentors
- Supports post-event (1:1 technical assistance or group event) wrap up and evaluation data
- Sends and collects surveys to and from clients/grantees
- Maintains organized expense records and accounting for projects they lead
- Maintains work instructions for internal processes related to this position
- Supports expense reporting and record keeping
- Supports scheduling and calendar management for technical assistance and educational offerings

#### Outreach

- Supports outreach efforts through blog posts, social media, and other communication outlets
- Supports training/event promotion through CCOF media and external sources, including marketing communications, and emails; and supports social media outreach

Other:

- Travel for educational events and technical assistance for CCOF Foundation program participants
- Other duties as assigned

**Required Skills and Experience:**

- Experience in organic production systems
- Experience providing direct technical assistance to organic farmers
- Competency in one-one-one technical assistance
- Written and verbal fluency in the Spanish language
- Solid client and partner relationship building skills
- Competency and enthusiasm for public speaking
- Ability to travel in California
- Competency in computer applications including Microsoft Outlook, Word, Excel, and PowerPoint

**Desired Qualifications:**

- Hands-on farming experience
- Robust connection to the organic community
- Strong commitment to CCOF's mission of advancing organic agriculture for a healthy world
- Ability to make decisions independently and to collaborate across departments
- Strong organizational skills and attention to detail
- Ability to juggle multiple complex projects simultaneously
- Excellent written and verbal communication skills
- Positive, can-do attitude
- Ability to work in partnership, inspire, and motivate others
- Ability to work occasional nights and weekends

**Compensation:** CCOF takes pride in offering competitive pay and benefits such as superb health plans, 401(k) program, and generous sick/personal and vacation time. The Organic Technical Specialist starting salary range will be \$62,790 - \$81,627 and will depend on qualifications and experience. If part-time, salary range may differ. Rarely do we hire at the higher end.

**Hiring Process:** Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to [employment@ccof.org](mailto:employment@ccof.org) with “Organic Technical Specialist” 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. 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.