



CCOF

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

JOB ANNOUNCEMENT: Organic Inspector, Hourly Staff

Position will remain open until filled

Who we are: 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 almost 50 years ago, today our roots 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: CCOF Organic Inspectors inspect farms and food processors for compliance with the USDA National Organic Program (NOP) standards. CCOF Inspectors must be qualified in one or more of three primary categories or scopes: farming, food processing, and/or livestock.

CCOF hires inspectors as employees, “staff”, by default when they perform their work within the State of California, unless they are operating under a qualified independent business.

CCOF Organic Staff Inspectors work out of their home office and must have their own computer, internet access, and ability to take photos. A smartphone and tablet are recommended. Our Staff Inspectors must be able to travel in their own vehicle throughout a designated region to inspect certified organic operations. Duties include making observations, conducting interviews, auditing records, taking samples, and writing detailed objective reports to determine if an operation is in compliance with organic standards.

The primary recognized credential for all categories of organic inspectors is the completion of Basic Inspection Training from International Organic Inspectors Association (IOIA). The IOIA credential is recognized by all US certifiers. It enables the holder to seek inspection work from any certifier. IOIA’s website, www.ioia.net, contains information about organic inspectors, the schedule of upcoming IOIA trainings, and links to application packets for each training.

Two years of work experience in a related field is required. The two years may be from a range of agricultural or processing activities. Farm inspectors may have academic or in-field research (must involve time in the field and a demonstrated familiarity with farming practices and equipment), knowledge of crop cycles, soil fertility, and pest management. Processing inspectors must be familiar with food processing technologies, facilities, SOPs, trace-backs, product recall concepts and other auditing capacities. Livestock inspectors must have work experience managing livestock. Qualifications will be evaluated on a case by case basis.

This position is part-time, with variable, flexible hours. This is a non-exempt position.

Position Responsibilities:

- Familiarity with the USDA National Organic Program rule
- Schedule organic inspections (site visits) with CCOF clients
- Meet with clients to inspect farms and processors
- Make observations
- Conduct interviews
- Audit farming and production records
- Submit samples of organic products for laboratory analysis
- Write detailed and objective reports to determine if an operation is compliant with USDA National Organic Program standards

Qualifications:

- At least two years of experience in agriculture field work, food or personal care product production, and/or livestock management
- Completion of the IOIA Basic Inspection Course(s), in the applicable scopes of Crops, Processing and/or Livestock
- A bachelors degree in a related field is preferred; negotiable depending on experience
- Excellent communication and writing skills
- Competency in PC or Mac operating systems
- Ability to use Adobe Acrobat
- Access to a vehicle available for work-related travel

Compensation: CCOF takes pride in offering competitive pay. Starting pay rate range is \$35-\$50/hour, depending on qualifications and experience. Travel time starting pay rate range is \$25-\$30/hour, plus travel expenses including vehicle mileage at IRS rate. Staff Inspectors are eligible to participate in some of CCOF's benefits such as our 401(k) program and paid sick/personal time.

Hiring Process: Applications will be accepted until the positions are filled. Interested applicants, please submit the following documents to employment@ccof.org, with "Organic Staff Inspector" in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- Two 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.