



# CCOF

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

## **JOB ANNOUNCEMENT: Organic Inspector, Contractor**

**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 Contractor Inspectors inspect farms and food processors outside the state of California for compliance with the USDA National Organic Program (NOP) standards. CCOF Contractor Inspectors must be qualified in one or more of three primary categories or scopes: farming, food processing, and/or livestock. We are currently seeking Contractor Inspectors who live in the following areas, who have the qualifications described below:

- Austin, Texas - seeking an organic farm & processing inspector
- Salt Lake City, Utah - seeking an organic farm & processing inspector

CCOF Organic Contractor 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. Organic Contractor Inspectors must be able to travel in their own vehicle, and make other travel arrangements as required, 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](http://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 contractor position is part-time, with variable, flexible hours.

**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 in compliance 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. US-based starting pay range is \$40-\$60/hour. Compensation is based on on qualifications, experience and performance. Travel time pay range is \$25-\$35/hour. Travel expenses are covered, including vehicle mileage at IRS rate.

**Hiring Process:** Applications will be accepted until the positions are filled. Interested applicants, please submit the following documents to [inspectionoperations@ccof.org](mailto:inspectionoperations@ccof.org), with "Organic Contractor 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. Thank you for your interest.