



# CCOF

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

## **JOB ANNOUNCEMENT: Administrative Assistant**

**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, 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:**

The Administrative Assistant provides administrative support to CCOF's Frontdesk and Inc. Operations team

This position does not include travel. The Administrative Assistant position is full-time, 40 hour per week, non-exempt status and reports to the Operations Manager.

### **Position Responsibilities:**

#### **Frontdesk**

- Answer and route incoming calls, mail, faxes and emails. Independently answer basic certification questions, consumer calls and general inquiries. Periodically coordinate with certification supervisors to ensure proper routing of calls.
- Greet and announce guests (when office reopens)
- Manage general emails.
- Accept and route deliveries to proper person/storage location.
- Handle, route and take appropriate action with incoming and outgoing post including some large batch mail tasks
- Prepare and ship some outgoing packages.
- Sort & deposit incoming checks to appropriate Departments.
- Prepare and ship outgoing packages, including New Client Welcome Packets & Merch.
- Process Export documents for shipment while in the office.
- Handle Ecert Inbox "Print & Mail".
- This position requires the willingness to work in the Santa Cruz Office, following strict safety guidelines, when it is deemed safe to do so by local, state and federal authorities.
- Additional administrative duties as may be assigned by the Operations Manager

### **People Services**

- Clerical support for People Services department
- Other duties as assigned by Operations Manager

### **Qualifications and Experience:**

- Should be a proactive self-starter with the ability to work independently, with strong ability to set priorities, work on multiple projects and solve problems
- Comfortable working within multiple collaborative environments
- Excellent verbal and written communication skills
- Comfortable and competent using Microsoft Word and Excel
- Organized, exhibiting extreme and consistent attention to detail
- Ability to lift 40 lbs. from ground to waist and be physically able to pack boxes and materials for trade shows and events
- Experience in HR a plus
- Agricultural and/or food industry knowledge, background and/or experience a plus
- Bilingual and biliterate in Spanish required
- Legal status to work in the United States

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. Administrative Assistant's starting compensation will depend 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](mailto:employment@ccof.org), with "Administrative Assistant" 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.