



# CCOF

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

## **JOB ANNOUNCEMENT: Marketing Communications 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 Marketing Communications Assistant provides support for marketing projects from initial concept to mailing or printing. The Marketing Communications Assistant provides coordination between the Marketing Communication team (director, graphic designer, editor), internal team members, and external vendors. This position is responsible for ensuring communication projects are delivered on time and within budget, while most efficiently utilizing available resources. This is a full-time, non-exempt status position reporting to the Marketing Supervisor.

### **Position Responsibilities:**

- Support marketing outreach efforts and participate in project and coordination meetings
- Manage production timelines and internal project calendars
- Effectively coordinate with internal and external writers, designers, and editors
- Build and maintain strong vendor relationships with mail houses, printers, and suppliers
- Estimate and manage print budgets
- Manage entire production process for any printed or digital materials, from project coordination to printing and mailing
- Develop and deploy weekly e-newsletter and other promotional emails to over 15,000 subscribers
- Publish written content to website and blog
- Research new merchandise vendors, pricing, and products
- Translate relevant Marketing communications for Spanish-speaking audience.
- Proofreading and editing as necessary
- Maintain and develop work-instructions (how-to documents) for duties related to the position
- Coordinate billing and invoicing using tools such as Expensify
- Other duties as assigned

### **Qualifications, Skills, & Experience:**

- Excellent communication skills in person and on the phone.

- High proficiency in Word, Excel, Outlook, PowerPoint, and Adobe Acrobat. Proficiency in SharePoint, Teams, Expensify, and Zoom preferred.
- Bi-lingual English and Spanish required.
- Ability to ensure due dates are met with colleagues while offering flexibility and professionalism.
- Ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects.
- Ability to anticipate needs and to logically solve problems with little supervision.
- Strong attention to detail.
- Initiative and independent problem solving.
- Comfortable with frequent change and working in unknown situations.
- Ability to multi-task in a fast-paced environment.
- Initiative, drive and a willingness to work under pressure in a dynamic 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.
- Bachelor's degree preferred.
- 2-3 years' experience in a professional office setting

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The Marketing Communications 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 "Marketing Communications 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. We will contact you if you are selected for an interview. 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.