



CCOF

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

JOB ANNOUNCEMENT: OCal Certification Manager

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: CCOF Certification Services, LLC (CCOF) is seeking an OCal Certification Manager to oversee the development and implementation of CDFA's "comparable to organic" OCal cannabis program. This position works to ensure effective implementation and consistent application of certification under the CDFA/CDPH OCal standards. The OCal Certification Manager will address ongoing updates and clarifications from CDFA & CDPH regarding the OCal regulations and ensure that CCOF's positions are clear, consistent, and communicated effectively to staff. Responsible for day-to-day program management and critical review and implementation of certification policies and positions. This position supports hiring and training. This position will include ongoing management of personnel to achieve organizational quality, service goals and objectives, and that CCOF staff are supported, respected, and valued.

Applicants must have extensive knowledge of organic certification, standards, personnel management, program oversight and the ability to work in a fast-paced office environment with demanding job responsibilities.

This is a full-time, exempt status position reporting to the Director of Farm Programs and may supervise up to 6 certification staff. This position does not include on-site inspections of certified organic operations and will not include field work in the future. Working hours will align with California business hours (8-5 Pacific Time).

Position Responsibilities:

- Supports Department Director by responding to issues as they arise, including the development and implementation of any updates to existing or new regulations.
- Oversees a team of OCal Certification Staff.
- Supports organizational objectives to provide service to a broad client base including small and large farms and handler operations, and other areas of unique client needs.

- Maintains expertise on technical OCal/organic issues and supports staff in decision making. May interact at regulatory level on certification matters.
- Assists in hiring and training, and ongoing management of personnel for the OCal Program.
- Implements changes to standards, regulations, instructions or guidance and decisions about important policies/positions on certification standards in the day-to-day certification context.
- Oversees the development of systems, tools, and the OCal programs to enhance efficiency, quality, and staff job satisfaction including work instructions, OSP documents, positions, and other items.
- Resource Maintenance: ensures updates to forms, flyers, inspection/new application checklist, action item templates, CCOF website content, etc. for OCal programs.
- Works with CCOF Handler department to ensure decisions are consistent with Handler department positions and processes.
- Monitors program workload, ensuring that work is completed within timeliness guidelines and organizational performance indicators.
- Provide motivational support to staff in order to complete work.
- Assists in monitoring issues relevant to cannabis certification via OCal, and other states' developing organic cannabis standards.
- May provide technical expertise and support for CCOF, Inc. Policy team in researching proposals and preparing comments and participate in CDFA and CDPH meetings as needed.
- Works with Cross Departmental team to ensure consistency in certification decisions across the organization.
- Conduct annual performance evaluation and monthly one on one check-ins for direct reports.
- Manages OCal program meetings, hosts office hours, and attends other meeting as required of the position.
- May represent the organization at trade shows, conferences, meetings, etc.
- Oversees communication of program changes to CCOF staff, inspectors, and members.
- Provides technical support to CCOF certified members.

Qualifications, Skills, and Experience:

Please do not submit an application unless you have all of the following:

- Three or more years of experience in USDA organic certification.
- Thorough knowledge of USDA organic standards applicable to farm operations.
- B.A. or B.S. degree or higher in applicable field OR commensurate and relevant work experience will be considered in lieu of degree requirement.
- Two or more years of supervisory and management experience.
- Direct experience in agriculture or food processing.
- At least three years of experience in a professional office environment.
- Comfort using a computer for multiple hours at a time.
- Competency in word processing, formatting, databases, and email using applications including Microsoft Outlook, Word, and Excel.

- Excellent professional communication skills in person, on the phone, and in writing.
- Excellent spelling, grammar, and sentence structure.
- Excellent skills to organize, monitor, and track numerous activities with competing deadlines throughout the year.
- Ability to travel throughout the year, represent CCOF at tradeshow and industry events, etc.
- Ability to solve problems logically and autonomously under pressure.
- Ability to work with various groups of people and demographics.
- Ability to manage and meet deadlines.
- Ability to multi-task in a busy environment with a high workload.
- Strong attention to detail.

Preferred Qualifications:

- Experience in the Cannabis industry – growing and/or processing.
- Knowledge of USDA organic standards applicable to processor/handler operations.
- Experience in project management.
- Spanish language skills sufficient to communicate in writing and on the phone with Spanish speaking clients.
- California resident

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The OCal Certification Manager’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, with “OCal Certification Manager” 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.