



# CCOF

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

## **JOB ANNOUNCEMENT: Program 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 CCOF Foundation Program Assistant (Program Assistant) supports the application process, review, and outreach for Foundation grants and supports the Organic Training Institute (OTI) for the CCOF Foundation, a 501(c)3 charitable organization. The Program Assistant will support grant application coordinating, reviewing, scoring, and marketing outreach for Foundation grants including, the Brimont Hardship Assistance grants, Organic Transition grants, and Future Organic Farmers grants. The Program Assistant is also responsible for OTI project support. The Program Assistant works collaboratively with the entire Foundation team to further CCOF's mission of advancing organic agriculture for a healthy world.

This is a full-time, 40 hours per week, exempt status position reporting to the Foundation Program Manager.

### **Position Responsibilities:**

#### Grant Application Review and Scoring

- Supports grant application submission, review, scoring, and administration
- Supports annual grant program evaluations
- Manages grant software (Foundant)
- Maintains updated grant award and declination letters
- Supports applicant questions and general inquiries
- Edits and formats grantee project descriptions and bios
- Responsible for grant related mailings including, packets, checks and mail merges

#### Outreach

- Announces grant availability through CCOF media and external sources, including marketing communications, and emails; and supports social media outreach
- Gathers, edits, maintains, and provides up-to-date grantee stories
- Publicizes grantees through CCOF blog and social media
- Sends and collects surveys to and from grantees

#### OTI Projects

- Supports administration of OTI including scheduling and calendaring
- Provides technical and logistical support for webinars and in-person trainings
- Supports outreach efforts through blog posts, social media, and other communication outlets
- Supports post-event wrap up and evaluation data entry

#### Administrative Responsibilities

- Submits check requests
- Maintains work instructions for internal processes related to this position
- Supports expense reporting and record keeping
- Supports scheduling and calendar management for Foundation programs

#### Other

- Supports Foundation development as needed
- Assists with conferences and other CCOF Foundation related events
- Supports Foundation in fostering positive relationships with grantees and external partners
- Occasional travel to support events of CCOF Foundation

#### **Required Skills and Experience:**

- Experience in program administration
- Solid client and partner relationship building skills
- Written and verbal fluency in the Spanish language
- Competency in word processing, formatting, databases, and email using applications including Microsoft Outlook, Word, and Excel

#### **Desired Qualifications:**

- Strong commitment to CCOF's mission of advancing organic agriculture for a healthy world
- Experience working on a farm

- Experience with grantmaking and/or educational programs
- Ability to make decisions independently and to collaborate across departments
- Strong organizational skills and attention to detail
- Ability to juggle multiple highly complex projects simultaneously
- Excellent written and verbal communication skills
- Positive, can-do attitude
- Ability to collaborate with, inspire, and motivate others
- Bachelor's Degree in appropriate field
- Ability to work occasional nights and weekends
- Ability to travel domestically occasionally throughout the year
- Ability to collaborate effectively with team members

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The Foundation Program 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 "Foundation Program 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.