

JOB DESCRIPTION ORGANIC CERTIFICATION SPECIALIST

1900 Hendon Ave, Saint Paul MN 55108 • tel 612-625-7766 • fax 612-625-3748 • mncia@mncia.org • www.mncia.org

Department:	Organic Services	Reports to:	Manager, Organic Services
Last Updated:	February, 2017	Direct Reports:	None
		FLSA Status	Non-exempt

JOB SUMMARY:

Perform organic certification activities including information collection and distribution, record creation, application reviews and inspections, final reviews and writing certification decision letters and other certification related functions.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Understand and able to apply the National Organic Program Standards as an Inspector and Reviewer.
- Schedule and conduct on-site organic crop, handler, and livestock inspections. Collect samples as needed. Write and submit inspection reports and supporting documents.
- Provide application materials to new and prospective clients and explain forms and certification process.
- Complete application reviews, including Material Review of inputs.
- Prepare files for inspection. Send files to inspectors.
- Conduct final file reviews, including contacting inspectors and clients for clarifications. Write Certification Decision Letters citing issues to standards.
- Monitor inspection and certification progress for assigned clients.
- Assist with preparing annual renewal applications.
- Conduct annual on-site inspector evaluations.
- Contribute to MCIA's on-going organic program improvements through form modifications, certification process stream-lining, and database updates.
- Other duties, as assigned.

QUALIFICATIONS:

Minimum Qualifications

- High School diploma or GED required.
- Three years' inspection or certification experience in agriculture or food industry.
- Valid Driver's license.

Preferred Qualifications

- B.S. in Agriculture, Animal Science, Food Science or related field.
- IOIA Organic Inspector Training or equivalent training.
- Three years' experience in organic inspection and certification.

SKILLS/PHYSICAL DEMANDS

- Excellent interpersonal, written, communication and organizational skills.
- Strong computer skills and working knowledge of MS Office.
- Handle confidential information with sensitivity, good reasoning abilities and sound judgement.
- Work under limited supervision; be highly self-motivated.
- Ability to multi-task and prioritize tasks on a regular basis.
- Accurate, efficient, and attentive to detail.
- Promote and ensure excellence in customer service.
- Promote good work ethics, positive attitude, and team work environment.
- Flexible to the changing needs of MCIA's organic program.
- Willing to work in a variety of weather conditions.
- Ability to walk over a variety of terrains to complete visual inspections. Climbing may be involved.
- Familiarity with organic systems in crop, livestock and food processing.
- Willing to travel, including overnight stay.