

Job Announcement

Ohio Ecological Food and Farm Association (OEFFA) Certification

The Ohio Ecological Food and Farm Association announces an immediate opening for an **Administrative Assistant** for our **Certification Program**. The successful applicant will join a team of bright and passionate individuals who are committed to upholding the integrity of the organic label and furthering the sustainable agriculture movement. Please consider applying if you have a strong work ethic and value a collaborative approach.

Position Summary

The Program Administrative Assistant will provide clerical support to OEFFA's organic certification program. This is a full time position located in Columbus, Ohio. Benefits include health insurance, paid time off, and paid holidays, not to mention membership in a team which is dedicated to supporting our clients, each other, and a growing organic industry.

Position Responsibilities

- Process incoming applications for certification
- Track application status, payments, and communications with clients regarding compliance with OEFFA policies and the USDA National Organic Program standards
- Respond to requests by clients and coworkers for information to be sent to outside parties
- Perform daily clerical tasks, including answering incoming calls, filing, copying, and mail processing
- Answer general questions about organic certification
- Edit forms and documents
- Greet visitors and accept/distribute mail and deliveries
- Assist with general office duties and additional projects as needed

Qualifications

- Two years' experience in administrative support
- Experience providing direct customer service
- Ability to manage and organize multiple tasks (long term and short term), meet deadlines, and ensure high quality, consistent work products
- Exceptional organization and attention to detail
- Ability to work in a demanding, fast-paced environment
- Demonstrated computer skills and typing proficiency (experience with databases and troubleshooting a plus)
- Strong communication and writing skills
- Agricultural experience is preferred

To Apply: Applications consist of three items: a cover letter, résumé, and names of three references (indicate relationship to you). Please combine all of these in a single .pdf. In your cover letter please address how your experience and background meet the requirements of the position and include salary history and expectations. All application materials should be submitted via email to certificationjob@oeffa.org and addressed to Andy Hupp, Certification Program Manager. Please include the job title for which you are applying in the subject line. Applications received by December 1, 2016 will be assured full consideration.

About OEFFA Certification

OEFFA was formed in 1979 and is a tight-knit, membership-based grassroots organization, dedicated to promoting and supporting sustainable, ecological, and healthful food systems. OEFFA Certification has been in operation since 1981, providing organic certification services to farmers and food processors throughout the Midwest. Our clients include grain growers, dairy farmers, mixed vegetable growers, coffee roasters, meat processors, and everything in between.