

## Job Announcement

### Ohio Ecological Food and Farm Association (OEFFA) Certification

The Ohio Ecological Food and Farm Association announces an immediate opening for a **Materials Specialist** 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 experience with food and agriculture, a strong work ethic, and value a collaborative approach.

#### Position Summary

The Materials Specialist collaborates with co-workers and clients by conducting extensive review of input materials used by organic producers and handlers. The Materials Specialist corresponds with clients, manufacturers, and distributors to gather information about the ingredients in inputs used in organic production and handling, their sources, and their applications. This is a technical position that requires exceptional organizational and analytical skills. The Materials Specialist may also participate in policy development, educational programming, and other special projects as they arise. This is a full-time position (40 hours/week) based in our Columbus, OH office that includes benefits; salary is commensurate with experience. It will take approximately one year to master this position, so please apply only if you are prepared to make a multi-year commitment.

#### Position Responsibilities

- Evaluate inputs used in organic production and handling to verify compliance with the National Organic Program standards
- Using reference materials and in communication with industry professionals, determine whether individual ingredients are synthetic or nonsynthetic, and evaluate their compliance with the National Organic Program standards
- Maintain a complete and accurate electronic database of all materials reviewed
- Organize and track supporting documentation for materials review decisions
- Communicate decisions on the status of inputs to colleagues and clients
- Monitor status of inputs as their formulations, uses, and the regulatory landscape evolve
- Document and improve input review procedures and policies
- Provide excellent customer service and assistance to certification clients
- Handle correspondence, fax, phone, and email communications in a consistently professional manner
- Work on special projects as assigned by the Certification Program Manager
- Stay current with changes in National Organic Program standards as they apply to materials review
- Help develop and implement OEFFA Certification policies and procedures

#### Qualifications

- Self-directed: takes initiative to get work done and able to be self-sufficient
- Workflow management: outstanding organizational skills and attention to detail
- Good thinker: strong analytical and critical thinking
- Communications: exceptional skill in oral and written communications
- Collaborative: effective at working with others to reach common goals and objectives

- Relationship-building: skilled at establishing and cultivating strong relationships with co-workers, clients, and external stakeholders
- Prioritization: ability to prioritize, plan, and complete work on deadline
- Technology: excellent computer skills, including Excel, Word, and databases
- Standards: commitment to performing work with a high standard for consistency, accountability, and excellence
- Experience in the field: with crop or livestock production and/or food processing is preferred
- Knowledge: of the sciences, particularly chemistry, agricultural science, and/or food science
- Knowledge: related to inputs used by organic operations. Experience with organic certification, in a certification program, or as a producer, handler, or inspector is preferred
- Education: Bachelor degree or higher in a relevant field 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](mailto: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.