

## Job Announcement

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

The Ohio Ecological Food and Farm Association announces an immediate opening for a highly motivated and organized individual to serve as an Administrative Assistant. The Administrative Assistant will provide clerical support to the organic certification program that enables technical staff to evaluate operations' compliance with organic standards and the operations we partner with to achieve and maintain certification. The successful applicant will join a dedicated team of bright, experienced, and passionate professionals who are committed to advancing organic agriculture.

We are attentive to the ways in which our organizational culture advances our progress towards fulfilling our mission. The nature of our work necessitates that each staff member collaborates with others and generously supports the work of colleagues and those we serve. We value individual and collective creative problem-solving, commitment to shared responsibilities, integrity, initiative, and effective communication.

This is a full-time position (40 hours/week) based in our Columbus, OH office. The targeted start date for this position is **March 6, 2023**.

#### Position Responsibilities

- Perform daily clerical tasks, including answering incoming calls, data entry, filing, copying, and mail processing
- Receive and log incoming applications for certification
- Track application status, payments, and communications with organic operations regarding compliance with OEFFA policies and the USDA National Organic Program standards
- Answer general questions about organic certification
- Send information, as requested by clients and coworkers, to third parties
- Process outgoing mailings
- Copy and scan Organic System Plans for organic operations
- Edit forms and documents
- Assist with general office duties and additional projects as needed

#### Qualifications

In addition to the shared values, we seek in all team members (described above), we look forward to working with an Administrative Assistant who has:

- Experience in the field: a minimum of two years' experience in administrative support and direct customer service (experience in agriculture, food processing, or auditing programs a plus)
- Workflow management: outstanding organizational skills and attention to detail
- 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 coworkers, clients, and external stakeholders
- Prioritization and Multi-Tasking: ability to prioritize, plan, and complete work on deadline, including multiple tasks (long term and short term)
- Technology: excellent computer skills, including Excel and Word (experience with databases and trouble-shooting a plus)

- Standards: commitment to performing work with a high standard for consistency, accountability, and excellence
- Self-knowledge: understands own strengths, weaknesses, and preferences around work and workplace environment

**Compensation** for this full-time position is \$19.00 per hour, commensurate with experience, and includes health insurance, paid time off, holidays, and sick leave, not to mention membership in a team which is dedicated to supporting our organic operations, each other, and a growing organic industry. The position is based in Columbus, Ohio.

**To Apply:** Applications consist of three items: a cover letter, résumé, and names of three references (indicate email address, phone number, and their 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. All application materials should be submitted via email to [certificationjob@oeffa.org](mailto:certificationjob@oeffa.org) and addressed to Amber Mitchell, Administrative Coordinator. Please include the job title (“Administrative Assistant”) in the subject line. Applications received by **February 13, 2023** will be assured full consideration.

We seek to recruit, develop, and retain the most talented people from a diverse candidate pool, and all employment is decided based on qualifications, merit, and organizational need. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable. As part of the cover letter, we invite candidates to describe how their life experiences enrich the diversity of our organization.

Additional information 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.