



## **Organic Transition Specialist**

The Organic Transition Specialist shall coordinate Pennsylvania Certified Organic's new-applicant program and shall perform duties associated with the certification program as directed by the Certification Director.

### **Qualifications:**

- Agricultural experience, not necessarily organic;
- Bachelor's degree or equivalent;
- Knowledge of organic standards and regulations;
- Familiarity with certification procedure;
- Excellent organizational skills;
- Strong communication skills, both written and oral;
- Computer expertise: word processing, Power Point; spreadsheets, internet research, databases.

### **Position Responsibilities**

#### *Education*

- Assist crops and livestock producers with making the transition to organic production and provide ongoing support once they have achieved organic certification;
- Provide technical assistance to producers in transition to organic certification as well as those already certified;
- Coordinate advisory panel of farmers and experts;
- Work with advisory panel, PCO staff and PCO inspectors to address standards, production issues and economic concerns by developing guidance materials and bulletins;
- Organize workshops and field days;
- Give presentations at agricultural events;
- Provide on-farm support with farm visits, telephone and e-mail assistance;
- Work with cooperative extension and agricultural organizations to provide technical assistance to agriculture educators; and
- Write funding proposals.

#### *Certification*

- Provide information to persons requesting organic certification;
- Serve as on-going primary contact person for an assigned portion of clients;
- Answer questions about certification;
- Implement certification policies & procedures;
- Perform initial review of applications for completeness and compliance or ability to comply;

- Review inspection reports and recommend compliance status;
- Report to the certification director;
- Assist with Certification Committee work and attend meetings; and
- Assist the certification director in the performance of her duties.

#### *Meetings & Publications*

- Organize and lead education committee meetings as PCO staff liason;
- Organize and lead organic transition team meetings;
- Participate in bi-weekly general staff meetings;
- Participate in bi-weekly certification team meetings;
- Participate in materials review team meetings, as needed;
- Participate in document team meetings, as needed;
- Attend annual certification committee meetings;
- Attend semi-annual standards committee meetings;
- Write articles for PCO newsletter; and
- Write guidance sheets.

#### *Administrative*

- Develop and revise administrative procedures pertaining to these duties;
- Handle correspondence, phone, fax and email communications; and
- Respond to requests for information about PCO.