



Certification Specialist

The certification specialist shall perform duties associated with the certification program as directed by the Certification Director.

Qualifications

- Knowledge of organic standards and regulations
- Familiarity with certification procedure
- Excellent organization skills
- Excellent communication and writing skills
- Ability to manage computer database

Position responsibilities

Certification

- Provide information to persons requesting organic certification
- Serve as primary contact person for clients assigned to each specialist
- 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
- Assist the certification director in the performance of her duties

Meetings & Publications

- Participate in weekly general staff meetings
- Participate in weekly certification team meetings
- Attend semi-annual standards committee meetings
- Write articles for PCO newsletter
- Write guidance sheets

Administrative

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