

## **Job Announcement: Livestock Certification Coordinator Position at NOFA-NY**

Are you passionate about organic agriculture and have a strong knowledge of livestock production systems? **NOFA-NY** is hiring a **Certification Coordinator** to support our Livestock Certification Program. This full-time position offers the opportunity to work with a mission-driven organization dedicated to fostering sustainable and organic farming practices in New York State.

### **About the Role:**

As the Livestock Certification Coordinator, you will oversee the intake and flow of livestock certification applications, ensuring efficient processing and excellent client service. This position involves working directly with farmers, inspectors, and certification staff to ensure compliance with organic standards and streamline the certification process.

### **Key Responsibilities:**

- Review and process livestock certification applications for completeness.
- Respond to farmer inquiries, providing guidance on the certification process.
- Maintain accurate records in both database and physical file systems.
- Support inspectors by preparing and coordinating inspection files.
- Monitor and manage certification timelines, including responses to determination letters and noncompliances.
- Assist in training support staff and participating in NOFA-NY events and trainings.

### **What We're Looking For:**

- Experience or knowledge in livestock production systems and/or organic certification.
- Strong organizational skills and attention to detail.
- Excellent communication and customer service skills.
- Proficiency with databases, word processing, and email systems.
- Willingness to work occasional irregular hours and travel as needed.

### **Why Join NOFA-NY?**

As a leader in organic agriculture, NOFA-NY offers a collaborative work environment where your contributions will directly impact the growth and integrity of the organic farming community.

### **How to Apply:**

To apply, please send your cover letter and resume to [hr@nofany.org](mailto:hr@nofany.org). Applications will be reviewed on a rolling basis until the position is filled.

Join us in supporting the success of organic livestock farmers across New York State!