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| **Department:** | Organic Program | **Reports to:** |  President/CEO |
| **Last Updated:** | August 2024 | **Direct Reports:** | Organic Certification Specialists, Inspectors, Admin staff |
|  |  | **FLSA Status** | Exempt |

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| **JOB SUMMARY:** |
| Manage day-to-day operations of the MCIA Organic Services Department.  |

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| **ESSENTIAL DUTIES and RESPONSIBILITIES:** |
| * Oversee, plan and manage all four scopes of the MCIA Organic Services, and Organic Plus Trust Grass Fed Program, ensure compliance with USDA NOP regulations, directives, and policies.
* Ensure positive accreditation results by overseeing the preparation and submission of accreditation documents required by NOP.
* Oversee implementation of standards, including changes to regulations, standard operating procedures, work instructions, or guidance documents.
* Contribute to and oversee organic program improvement through form modifications, certification process streamlining and other program enhancements.
* Work with database and technology resources to ensure operational quality and efficiency.
* Maintain certification related contracts and agreements with other agencies such as but not limited to ACA, IOIA, OMRI, PCO, OTA, serve as main point of contact for certification related legal issues.
* Represent MCIA or delegate staff at industry events, professional associations, and NOP hosted trainings.
* Recommend hiring and promoting as well as disciplinary actions of direct reports.
* Provide oversight and direction to staff, ensure creation and implementation of certification policies and procedures in a timely manner, ensure accurate, efficient and courteous customer service by all staff.
* Mentor, develop and support remote and in-person staff through training and collaboration. Delegate duties, provide clear expectations and constructive feedback. Conduct annual evaluation of Organic staff
* Direct staff to ensure timely inspections, evaluations and final certification decisions.
* Work with senior management in developing and executing the annual departmental budget, and creating short and long-range growth strategies.
* Contribute to the *Minnesota Seed Grower*, MCIA’s quarterly newsletter and other MCIA publications.
* Perform other duties including certification and administrative staff work as needed.
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| **QUALIFICATIONS:** |
| **Minimum Qualifications** |
| * B.S. in agriculture, business or related field.
* Completion of formal organic inspector training, such as IOIA courses.
* Three years of experience in organic certification.
* Demonstrated management and supervisory experience.
* Valid Driver's license.
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| **Preferred Qualifications** |
| * M.S. in agriculture, business or related field.
* Five years or more experience in organic inspection and certification.
* Five years or more experience in preparing budgets.
* Five years or more demonstrated management experience.

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| **Language Ability:**Excellent ability to clearly and effectively communicate at all levels. Ability to effectively present information in one-on-one and small group situations, to customers, clients, board members, staff and other employees.**Math Ability:**Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, anddecimals. Ability to compute rate, ratio, and percents.**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.Ability to deal with problems involving several concrete variables in standardized situations. |

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| **SKILLS/PHYSICAL DEMANDS** |
| * Accurate, efficient and detail oriented.
* Excellent interpersonal, written, communication, analytical and organizational skills.
* Strong computer skills and working knowledge of MS Office and File Maker Pro.
* Ability to handle confidential information with great sensitivity, good reasoning abilities, and sound judgement.
* Ability to work with limited supervision, highly self-motivated.
* Ability to multitask and prioritize tasks on a regular basis.
* Ability to travel, including some overnight travel. Must possess a valid driver’s license.
* Promote and ensure excellence in customer service.
* Promote good work ethics, positive attitude, and teamwork environment.
* Excellent organizational skills managing multiple priorities and performing written deadlines.
* Commitment to collaboration and integrity.
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