

Organic Inspector

This is a part-time or full-time, based in our Spring Mills (Centre County), PA office. The Organic Inspector is responsible for performing assigned inspections in a timely manner in accordance with PCO policies and procedures.

Qualifications

- Certificate of Completion from an Independent Organic Inspector Association (IOIA) training course or equivalent
- Competent in the subject matter of the inspections being performed
- Knowledge of organic standards and regulations
- Familiarity with certification procedures
- Excellent organizational, communication and writing skills
- Valid driver's license
- Willingness to travel

Position Responsibilities

Inspections

- Perform assigned inspections in a timely manner in accordance with PCO policies and procedures
- Submit inspection invoices to inspector coordinator
- Refer to Part 2, Section 2.01 of the PCO Administrative Procedures Manual for specific duties of the inspector.

Meetings and Events

- Participate in inspection team meetings
- Attend PCO inspector training sessions
- Participate in PCO staff meetings

Management support

- Report to and assist the certification director
- Prepare quarterly reports on the inspection program for the certification director
- Prepare annual report for the management team and advisory board