

Organic Inspector / Coordinator

This is a full-time position, based in our Spring Mills (Centre County), PA office. The Organic Inspector / Coordinator is responsible for overseeing all aspects of PCO's inspection program and will also perform inspections.

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
- Ability to manage computer database
- Valid driver's license
- Skilled at public speaking / teaching
- Willingness to travel
- Administrative and management experience

Position Responsibilities

Inspectors

- Coordinate and assign inspections on a timely basis
- Manage and evaluate inspection team
- Interview prospective inspector and make hiring recommendations to the management team
- Review and develop annual inspector contracts
- Provide certification and standards information and updates to inspection team on a timely basis
- Hold inspector training sessions as needed, at least annually
- Develop instructional materials for inspectors
- Revise and develop policies, procedures and documents related to the inspection process as needed
- Assist certification team by consulting with inspectors when clarification or additional information is requested
- Maintain contract inspector files and necessary documents

Inspections

- Manage inspection invoices
- Refer to Part 2, Section 2.01 of the PCO Administrative Procedures Manual for duties of the inspector.

Meetings and Events

- Plan and conduct PCO inspector meetings

- Plan and conduct educational workshops in conjunction with the education committee
- Participate in staff and certification team 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