



Accredited Certifiers Association
PO Box 85 Mabel, MN 55954
(844) 783-7974
www.accreditedcertifiers.org

Accredited Certifiers Association is Hiring - Coordinator

The Accredited Certifiers Association, Inc. (ACA), is a non-profit organization that strives to ensure consistent implementation of USDA Organic Regulations through collaboration and education of accredited certification agencies. We envision a world where the USDA Organic label is always trusted and valued.

The ACA announces an immediate opening for a part- or full-time Coordinator (30-40 hours/week), working remotely. The current salary range for a full time Coordinator is \$52,000 - \$64,000, and the range for a 3/4 time Coordinator is \$39,000 - \$48,000, based on experience. The Coordinator reports directly to the ACA Board of Directors. The Coordinator serves as the administrative officer, overseeing the goals and activities of the organization. The Coordinator is currently the only employee of the ACA. We aspire for this position to grow into an Executive Director role.

Primary responsibilities include:

- Drive ACA Organizational Vision and Strategic Plan
- Membership Development
- Financial Oversight and Management
- Outreach and Communication
- Working Group Management
- Educational Programming

Please note that the Coordinator of the ACA must avoid any real or perceived conflict of interest, defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. As such, the coordinator is not permitted to consult with operations that are certified or in the process of becoming certified, or on issues related to organic policy. Other outside work in the organic industry, including but not limited to contract inspections and file review, must be disclosed to and approved by the Board of Directors.

For more information about our organization, please visit www.accreditedcertifiers.org. Interested and qualified candidates are invited to email a resume and cover letter to aca-



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employment@googlegroups.com. Applications will be accepted until the position is filled. Only applications with a cover letter and a resume will be considered.

Required Qualifications

- Bachelor's degree in agriculture, business, legal or related fields or equivalent experience
- Three (3) to five (5) years' experience with the organic certification process, including a working knowledge of the USDA National Organic Program requirements
- Excellent written and verbal communication skills, including ability to prepare meeting summaries
- Experience with:
 - Microsoft Office Suite software, i.e.: Word, MS Excel, PowerPoint, and Outlook
 - Email and internet based systems such as Google Groups, Google Drive, Google Docs, & Doodle Scheduling
 - QuickBooks Accounting software
 - Adobe Acrobat
 - WordPress for website maintenance
- Experience in planning conference programs, curriculum and webinar development
- Superior time-management/project management skills including the ability to manage multiple projects and meet multiple deadlines with great attention to detail, minimal supervision and within budget allocated
- Good facilitation skills
- Ability to work collaboratively with ACA Board and ACA members participating in working groups and event planning
- Ability to be flexible in number of hours worked, scheduling and working across multiple time zones
- Willingness and ability to travel (car and plane) to national and regional meetings
- Must be a United States citizen or legally approved to be employed in this position in the United States



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Preferred Qualifications

- Past experience in overall management of small nonprofit organization with emphasis on volunteer participation
- Past conference and training program development and management

Primary Responsibilities

- **Drive ACA Organizational Vision and Strategic Plan**
 - Participate with Board in development of strategic plan
 - Provide support to the Board by preparing meeting agenda, supporting materials, and meeting notes
 - Draft policies and procedures that implement the strategic plan of the organization
 - Oversee the planning, implementation, and evaluation of the organization's programs and services
 - Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
 - Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
 - Solicit Board Members and provide training for new board members
- **Membership Development**
 - Oversee membership renewal process
 - Identify nonmember accredited certification agencies and nonmember supporting organizations and advocate the advantages of ACA Membership to their organization
 - Maintain open communication and act as conduit between ACA Board and our members
- **Financial Oversight and Management**
 - Draft annual ACA budget for ACA Board review and approval. Implement budget once approved.
 - Oversee activities related to accounts payable and accounts receivable
 - Provide monthly financial reports to ACA Treasurer and quarterly financial reports to ACA Board Members



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- Complete and file annual IRS 990 Information Form for nonprofit organizations, along with corporate biennial reporting requirements
 - Reconcile bank accounts monthly
- **Outreach and Communication**
 - Represent ACA in public forums
 - Facilitate communication between the National Organic Program and certifying agencies
 - Publish online news articles on the ACA website when appropriate
 - Oversee activities related to ACA Discussion Group
 - Ensure ACA website content is useful and current
- **Working Groups Management**
 - Solicit participants for working groups
 - Schedule working group conference calls
 - Identify a facilitator for the working group conference calls
 - Organize resource information for working group participants
 - Provide a summary of working group conference calls
 - Draft working group documents and soliciting comments
 - Distribute working group documents to general membership for comments
 - Post pertinent working group documents on ACA Website
 - Communicate working group outcomes or questions to the NOP as appropriate
- **Educational Programming**
 - Manage all aspects of Annual ACA Professional Development Training:
 - Confirm if the NOP will provide certifier training in conjunction with the ACA training
 - Identify appropriate date and location, in agreement with NOP
 - Identify hotel with appropriate accommodations at a rate that is affordable to our members; negotiate contract with hotel
 - Identify specialized tracks within the Training Program event, e.g. track targeted to review staff of certification agency; track for materials review, etc.; identify the number of additional volunteers (or contract workers) necessary to manage expanded sessions
 - Develop agenda topics in conjunction with working group, obtain speakers, and organize resource materials for the attendees
 - Ensure development and distribution of registration form
 - Collate registration information and financial records of registration fees



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- Manage all on-site logistics including monitoring food provided and timekeeping duties to maintain schedule of sessions
 - Provide summary of attendee evaluations and training program income and expenses to ACA Board
 - Manage all webinar development for training of certification agency staff
 - Identify specific training topics and presenters
 - Coordinate with presenters to develop curriculum, including additional resource materials if applicable
 - Moderate webinar presentation
 - Develop registration materials
 - Evaluate effectiveness of webinar program
 - Manage archived webinars for future use
 - **Collaborative Efforts**
 - Ensure successful completion of collaborative agreements with partners