



JOB ANNOUNCEMENT: Administrative Assistant

Job Category	Administrative Support	Workers Classification	Non-Exempt
Reports To	Coordinator	Position Type	Part Time (10-15 hours per week)

Organizational Overview:

The Accredited Certifiers Association, Inc. (ACA) is a 501(c)(3) non-profit educational organization created to benefit the accredited organic certifier community and the organic industry. We envision a world in which the USDA Organic label is always trusted and valued. Our primary mission is to ensure consistent implementation of USDA Organic Regulations through collaboration and education of accredited certification agencies. Purposes include, developing uniform criteria for implementation of the USDA National Organic Program, certifier training, support and networking opportunities and being a forum for discussion of issues impacting organic certification.

Position Summary:

The Administrative Assistant supports the organization by performing general office duties and tasks. The position will provide day-to-day support to the Coordinator and Board of Directors. The position will primarily focus on scheduling, billing and invoicing, file maintenance, and other administrative needs. The ideal candidate will have a strong sense of prioritization, a highly efficient workstyle, ability to maintain confidentiality, and a commitment to collaboration.

Primary Duties & Responsibilities:

The responsibilities of the Administrative Assistant include, but are not limited to, the following:

- Provide general support to the organization to enable seamless operations by handling a variety of tasks, including but not limited to filing, supply ordering, mail handling, data entry, maintaining various lists, managing email box, making bank deposits, maintaining administrative procedures and processes, and other general administrative and clerical support as appropriate.
- Provide excellent customer service by assisting callers with billing, general organizational questions, and directing calls as appropriate.
- Implement and recommend ideas and concepts for continuous process improvement from a customer and business perspective.
- Assist with event coordination and planning.
- Update website and maintain membership on listservs (adding/removing members).
- Any other task relevant to these duties or the mission of the organization as assigned by Coordinator or Chair.



Job Requirements:

- Two-year degree or 2 years' experience as an administrative assistant, administrative support, customer service role; or equivalent combination of education and experience.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly and with excellent attention to detail.
- Strong verbal and written communication skills
- Able to follow instruction as well as take initiative.
- Communicate effectively with diverse audiences.
- Highest level of discretion in the management of confidential information.
- Working knowledge of database and Microsoft Suite (Word, Excel, PowerPoint) and google programs (drive, docs, sheets, forms etc.).
- Familiarity with organic agriculture and food production is a plus.
- United States citizen or legally approved to be employed in this position in the United States.

Working Conditions:

- This position primarily works indoors.
- This position is a fully remote position.
- Occasional travel possible.

Compensation:

\$15.00- \$22.00 USD per hour based on qualifications and experience.

Hiring Process:

Applications will be accepted until Friday May 7, 2021. Interested applicants, please submit the following documents to meagan@accreditedcertifiers.org, with "Admin Assistant Position" in the subject line:

- Cover letter
- Current resume
- List of three professional references

All US locations will be considered.

Incomplete applications will not be considered. No phone calls, please. You will be contacted only if an interview is requested. Thank you for your interest.

ACA is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.

Accredited Certifiers Association

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