



Quality Certification Services (QCS)

PO Box 12311 Gainesville FL 32604

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www.qcsinfo.org

Title: **Certification Reviewer – Crop**

Salary: Commensurate with experience

Hours: 40/week

Benefits: Health insurance coverage and vacation benefits as outlined in the personnel manual

Responsible to: Crop Certification Manager

Skills and Abilities:

- Ability to multi-task.
- Good oral and written communication skills
- Highly organized, attentive to details, and self-motivated
- Technical knowledge in crop production or related field. Knowledge of the National Organic Program preferred.
- Ability to research and obtain any needed technical information
- Investigation and observation skills, combined with courtesy and sharp mind.

Education:

- A degree in agriculture or other relevant field of study is encouraged but not required. Experience may substitute for education.

Responsibilities:

- Respond to questions from applicants regarding the certification process and general agricultural questions regarding organic farming, and handling or processing of organic products.
- Review initial applications for completeness and to ensure general compliance with standards.
- Read inspection reports and review Organic System Plans to make final decisions that are consistent with the NOP regulations.
- Review input materials to determine compliance with NOP requirements.
- Prepare and give presentations on topics of organic agriculture and certification.
- Write articles for the QCS newsletter.
- Write position papers or white papers on topics concerning certification standards.
- Review information concerning certification on a regular basis to ensure up to date knowledge of the interpretation of standards and policies.
- Other duties upon request.