CCOF Member and Public Outreach Specialist
Job Announcement

CCOF, based in Santa Cruz, California, advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible. CCOF represents more than 3,000 certified organic members in 42 states and three countries.

CCOF is uniquely positioned to advance organic agriculture as a member-driven, organic-focused nonprofit organization with a commitment to giving back.

Position Summary
The Member and Public Outreach Specialist (Outreach Specialist) coordinates public and member engagement in organizational events, advocacy initiatives, and promotional activities including the CCOF Annual Membership meeting and Educational Conference and organic farm tours. The Outreach Specialist also ensures that CCOF member-based chapter activity is aligned with the requirements of the CCOF bylaws and with the organization’s mission and strategic priorities.

CCOF seeks an enthusiastic and experienced organizer to drive high levels of public and member engagement in our work to advance organic agriculture for a healthy world.

This position reports to the Assistant Director

Duties

• Develop and implement an annual work plan for member and public outreach, working with the Assistant Director
• Coordinate with chapter leaders to ensure that each chapter meets at least once annually, fulfills terms of its chapter agreement, performs officer elections, and is informed regarding CCOF strategic priorities. Ensure that chapter meetings are posted on the CCOF website calendar and that the CCOF management team and board chairman are notified regarding meeting dates, times and locations. Also ensure that records, including meeting minutes, are maintained and distributed to CCOF management team members. Fulfill other chapter support duties as needed.
• Maintain chapter leader, organizational partner, and other outreach records.
• Lead a cross-organizational team to plan and execute the CCOF Annual Meeting and Educational Conference. Conference revenues benefit the CCOF Foundation.
• Organize activities to support CCOF policy/advocacy objectives, including farm tours and special events
• Maintain work instructions for internal processes related to this position and CCOF member and public outreach.

Desired Qualifications

• Bachelor’s degree or equivalent experience
• Minimum of two years of successful organizing/outreach experience
• Experience leading conferences and events
• Strong project management skills
• Excellent oral and written communication skills
• Ability to speak Spanish a plus!
• Ability to operate independently with minimal supervision
• Ability to travel, including over-night
• Proficient in Microsoft Office programs
• Valid driver’s license
• Ability to meet multiple deadlines in a fast-paced work environment
• Ability to lift 20lbs. from ground to waist

TO APPLY

To apply for this position, please submit a resume and cover letter outlining your skills/experience as it relates to this position as well as desired salary to: employment@ccof.org