



OCIA Research & Education, Inc.
Organic Crop Improvement Association
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Operations Director, Organic Crop Improvement Research and Education
Based in Lincoln, Nebraska USA or OCIA US Chapter States

Who we are: OCIA Research & Education (R&E) is a non-profit, charitable organization that was formed in 2003 by a group of certified organic growers to address the need for more organic research and education. Since its inception, OCIA R&E has awarded over \$80,000 to individuals and organizations across the globe who are conducting projects pertaining to organic farming. In addition, each year an outstanding organic farmer is recognized and many beginning farmers have been paired up with certified organic growers through the R&E mentorship program.

The mission of OCIA Research & Education is to support organic research; facilitate connections between farmers, researchers, consumers, and decision-makers; and educate producers and communities regarding organic farming and foods.

Responsibilities and Scope

The Operations Director will report to the OCIA R&E Board to ensure R&E activities (financial and otherwise) operate in accordance to R&E's by-laws. Other duties include:

- Coordination and preparation of monthly board meetings
- Maintain financial statements and report to board
- Administer the scholarship, microgrant, and Farmer of the Year (FOY) programs
 - o Circulate call for applications to colleges, universities, and farm organizations
 - o Submit applications to the Board of Directors
 - o Maintain communication with recipients
 - o Remind/receive final reports and coordinate result outreach
 - o Communicate with Farmer for FOY for pictures and biography
- Organize the OCIA R&E portion of the OCIA Internationals' Annual General Membership Meeting (AGMM)
 - o R&E presentation to OCIA International Members which includes:
 - R&E annual activities
 - Coordinate scholarship, microgrant, FOY recipient presentations
- Minor Fundraising coordination
 - o Fundraising merchandise purchasing and selling
 - o Coordinating annual fundraising event at the OCIA International AGMM
- Communication with OCIA International Board on R&E activities
- Collaborate with board members to prepare external grant and funding proposals
- Write updates for the OCIA Communicator

Minimum Qualifications

- Post-secondary education in a related field, with a minimum of 1-2 years' experience working in project coordination, or equivalent combination of education and experience.
- Demonstrated knowledge and interest in organic agriculture and OCIA. Challenges facing organic farmers and opportunities to serve organic farmers would be considered an asset.
- Must possess excellent oral and written communication skills in English
- Must possess strong project management skills, meeting deadlines and budget requirements
- Must have the ability to work effectively in a team, and well-developed interpersonal skills
- Must possess strong computer skills and experience working in Microsoft Word, Excel, and PowerPoint. Experience with online cloud services would be considered an asset.
- Energetic, self-motivated, and results-oriented

Work Conditions

Preference for the position to be based out of Lincoln, NE USA. Remote work model is negotiable but restricted to OCIA US chapter states (Colorado, Illinois, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota, Ohio, Wisconsin)

- This position requires some out-of-state travel, access to a vehicle would be considered an asset

Job Type: Part-time (average 10 hours/week), Permanent

Wages: \$23.80/hour

Schedule: Flexible, must be available for an online evening meeting

Benefits: Paid time-off, flexible work schedule, remote work model negotiable.

Cover letter, resume, and relevant transcripts are due September 15 to ocia04.re@gmail.com

References will be required at a later date

Questions can be directed to ocia04.re@gmail.com