



OMRI Job Announcement

Title: Review Program Manager
Status: Full-time, exempt position
Salary range: DOE, plus benefits
Location: Eugene, Oregon

About OMRI

The **Organic Materials Review Institute (OMRI)** plays a critical role in the organic industry as the leading certifier of material inputs for use in organic agriculture and food processing. Driven by a steadfast commitment to organic integrity, OMRI's operations continue to expand and recently attained national recognition and international accreditation.

OMRI publishes its comprehensive list of 'OMRI Listed' products suitable for organic use and other reference information in print and online. Farmers, certifiers, gardeners, and agricultural professionals depend upon the OMRI lists of commercial products and generic materials permitted according to USDA organic rules.

Overview of Position: Review Program Manager

OMRI seeks to fill a vital role in its team with this new hire for the Review Program Manager. This position presents a tremendous opportunity to contribute to and participate in the ongoing growth of the organic industry.

We are looking for an organized, focused and technically capable manager for our busy and dynamic input product review program. The Review Program Manager is responsible for overseeing the program's daily operations, implementing OMRI policies and review criteria, and supervision of program staff. Additionally, the successful candidate will be able to fully understand applicable regulations and identify and respond appropriately to regulatory changes.

Responsibilities

- Oversee technical and regulatory review of all product applications.
- Manage confidential business information and procedures.
- Ensure that program procedures adhere to existing policies. Manage complaints and compliance issues.
- Stay informed of new developments in regulations and official interpretations.
- Supervise program staff including administering periodic performance reviews and facilitating regular meetings.

Qualifications

- Minimum of a Bachelor's degree in Natural Resources or related field; Graduate degree preferred.
- Strong written and oral communication skills are required to interface with the public and provide excellent customer service.
- Some proficiency with computer programs (Word, Excel, Access, Internet and email) required.
- Ability to prioritize and manage multiple tasks.
- Two or more years of project/personnel management.
- Experience working in a regulatory environment.
- Knowledge of organic industry and applicable regulations preferred.
- Proven success supervising and managing a team.

Application Packet Must Include:

A complete chronological resume.

Names and contact information for 4 references.

A cover letter.

An OMRI Employment Application.

To apply, submit the above information to: job@omri.org with "Review Program Manager Position" in the subject title by **Monday, May 3rd at 5:00 pm**. Or mail materials to: OMRI, PO Box 11558, Eugene, OR 97440-3758. Attn: Review Program Manager Position.

See the job announcement on our website at: <http://www.omri.org/jobs/review-program-manager>

This job description is intended as a guide only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied.