



**The Upcycled Food Association is leveraging market forces to prevent food waste by coordinating hundreds of companies around the world and empowering millions of consumers to prevent climate change with the products they buy. We are looking for enthusiastic, talented people to join our team!**

**Position Title - Certification Coordinator**

- 40 hours per week
- \$18/hour
- 3-month contract

Supports: Certification Manager

**Job Description**

**This position is responsible for providing administrative support, including but not limited to the following:**

- Draft/send follow-up correspondence to certification participants
- Answering cert@ email requests
- Maintain administration databases
- UFA Website - Product Finder Management
  - Add new Upcycled Certified products
  - Update with new packaging photos, updated information, etc
  - Manage Upcycled Certified Attribution Management (Spins, Nielsen, Amazon, WFM, Thrive, etc.)
- Send updated UPC list, ensure each outlet has up to date information

**Other support includes:**

- Assisting in preparation of presentations
- Manage social media campaigns in coordination w/marketing team
- Assisting with managing License Agreements process

**Desired Skills:**

- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Project management
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Experience with CRM platforms
- Contract Management experience is a plus

Please send cover letter and resumes to [michelle@upcycledfood.org](mailto:michelle@upcycledfood.org)