



MANAGER, GOVERNANCE AND COMPLIANCE

USB is seeking an individual to join its Governance and Compliance team. We are looking for an individual who is collaborative, detail orientated and has excellent written and verbal communication skills.

Responsibilities:

- Provide administrative and scheduling support to the Governance and Compliance team.
- Manage USB's Organic Exemption Program and USB's internal procedures for the program.
- Manage the Governance and Compliance team's electronic files and databases.
- Manage USB's governing documents.
- Assist with the fulfillment of USDA information requests, requests for approval and Freedom of Information Act requests.
- Assist with the drafting of meeting minutes and other Board meeting responsibilities.
- Maintain Board member service information and the preparation of the Annual Board Participation Survey.

Required Experience and Qualifications:

- Bachelor's degree
- 5+ years' experience in a legal or compliance related field.
- Background and experience in the agriculture industry and government organizations (preferred).

Salary and Benefits:

- Competitive salary based upon qualifications and experience.
- Health, vision, and dental insurance.
- Competitive retirement plan.

