



# Operations Assistant

## Role Description

**Join Us in Driving Innovation for Nature and Sustainability!** 

Are you highly organized, detail-oriented, and passionate about contributing to impactful projects that bridge technology and nature conservation? Do you thrive in dynamic environments and excel at ensuring smooth operations and processes? If so, we invite you to apply for the **Operations Assistant** role at C Minds and the NaturaTech LAC initiative.

 **Help Us Deliver on Our Mission**

[C Minds](#) is looking for a proactive and motivated individual to join our team as an **Operations Assistant**. This role supports successfully implementing C Minds' and NaturaTech LAC's processes. It is key to ensuring our projects run efficiently and effectively, empowering the team to focus on advancing innovation for biodiversity conservation and social impact.

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### About Our Initiatives

C Minds is a driving force behind cutting-edge initiatives that connect nature, innovation, and technology. Our initiatives, like [NaturaTech LAC](#) and [AI for Climate](#), focus on leveraging emerging technologies for biodiversity conservation and regeneration and promoting people's well-being. From creating tools to monitor tropical forests using AI to producing frameworks for nature-based solutions, our work bridges gaps between technology, policy, and local action.

As part of our mission, we prioritize producing high-quality research and actionable recommendations that inform policymakers, private sector stakeholders, and civil society, ensuring our initiatives deliver real-world impact.

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## Key Responsibilities

As an **Operations Assistant**, you will:

- Provide **administrative and operational support** for executing C Minds' and NaturaTech LAC's processes.
  - Coordinate **meetings, events, and workshops**, managing all logistical and operational details effectively.
  - Support the **monitoring and reporting project milestones and deliverables** to ensure alignment with organizational goals.
  - Help manage **documentation and records**, ensuring accurate and organized filing systems.
  - Collaborate with cross-functional teams to **streamline workflows** and improve operational efficiency.
  - Contribute to **developing operational policies and procedures** to support long-term organizational success.
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## Key Qualifications

### Professional Profile

- Bachelor's degree in Business Administration, Project Management, or a related field.
- 2+ years of experience in administrative, operations, or project support roles.
- Strong organizational skills with a high level of attention to detail.
- Proficiency in Microsoft Office Suite and familiarity with project management tools (e.g., Asana, Trello, or similar).
- Ability to manage multiple priorities and work under tight deadlines.
- Understanding emerging technologies, including AI, VR/AR, Web 3.0, network sensors, and environmental DNA.
- Excellent written and verbal communication skills with the ability to tailor messages for various audiences.
- Demonstrated success in building and maintaining relationships with diverse stakeholders.
- Highest level of attention to detail.

### Personal Profile

- You identify with the values and purpose of C Minds.



- Passionate about biodiversity, sustainability, and the role of technology in driving positive change.
- Self-motivated and capable of working independently as well as collaboratively.
- Highly organized and able to manage multiple priorities effectively.
- Highly motivated, collaborative, and curious personality.
- Quick learner and willingness to learn.
- **Open to learning and adapting in a fast-paced environment.**

**The candidate must:**

- Be effective with remote working and work in a Latin American time zone.
  - Be available full-time (Monday through Friday)
  - Be able to travel when required.
  - Have a proven successful trajectory in similar roles and responsibilities.
  - 100% written and oral English and Spanish.
  - Enjoy remote working.
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**What We Offer**

- Competitive salary commensurate with experience
  - Meaningful and exciting projects that challenge the boundaries of innovation.
  - A high-paced learning environment.
  - Support for personal and professional growth.
  - Opportunity to contribute to the sustainable future and social development of the region.
  - Support to grow personally and professionally;
  - Support from the CEO for leadership mentorship;
  - Experience in an innovation agency (non-profit) working with multinational "Big Tech" corporations, governments, international development agencies, and impact NGOs;
  - Knowing that you are making a difference and contributing to the future of Mexico, Latin America, and the Global South, paving the way for more responsible technologies and public policy;
  - Working alongside leaders in data, artificial intelligence, and other emerging technologies and conservation and regeneration in Latin America.
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**Application Process**

If you are ready to join a dynamic team and make a real difference both on the policy level and on the field, apply for the position! The selection process is as follows:



1. Stage 1: Send your resume, **a 1-3 minute video\***, and evidence of your previous work (portfolio, publications, etc) to [regina@cminds.co](mailto:regina@cminds.co).
  - a. After reviewing your profile, we will let you know if you pass to the interview phase, which includes:
2. Stage 2: Interview with the Future of Earth Lab and NaturaTech LAC Coordinator.
3. Stage 3: Interview with C Minds Founder and CEO.

**\*Nothing fancy! A short video telling more about you, why you would like to be part of our team, and your perspective on developing and using new technologies for social and environmental impact.**

We look forward to meeting you!