

# Role Description: Research and Policy Consultant

## Exciting Opportunity to Shape Policy and Research for Nature and Innovation! 🌍

Are you passionate about conducting high-quality research, crafting evidence-based policy recommendations, and producing impactful reports that drive change across sectors? Do you envision yourself at the intersection of biodiversity conservation, sustainability, and technology, influencing key decision-makers and shaping global agendas? If so, this is the perfect role for you!

## 🚀 Join Us in Driving Sustainable Impact!

[C Minds](#) seeks a **Research and Policy Consultant** to conduct research, develop strategic policy insights, and produce actionable reports tailored to diverse audiences. This role is integral to advancing our mission of leveraging innovation to address biodiversity loss and environmental challenges. With a dual focus on rigorous research and practical policy guidance, you will help us shape conversations and decisions that pave the way for a nature-centered future.

## 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.

## Key Responsibilities

### 1. Research and Analysis

- Conduct **in-depth research and data analysis** on biodiversity conservation and regeneration, nature-based solutions, emerging technologies, and sustainability trends.
- Align the narrative of our work with global frameworks like the SDGs, Global Biodiversity Framework, and climate goals to ensure alignment with international best practices.
- Synthesize complex data into actionable insights for policy and practice.
- Identify and explore **emerging research opportunities** that align with C Minds' and NaturaTech LAC's strategic vision.

## 2. Policy Development and Recommendations

- Produce **high-quality reports, white papers, and policy briefs** effectively communicating research findings and recommendations.
- Develop compelling narratives highlighting our work's impact and its relevance to global challenges.
- Tailor recommendations to meet the specific needs of diverse stakeholders, including public, private, and community sectors.

## 3. Report Writing and Communication

- Produce **high-quality reports, white papers, and policy briefs** that effectively communicate research findings and recommendations.
- Develop compelling narratives that highlight the impact of our work and its relevance to global challenges.
- Collaborate with the communications team to amplify the visibility of research outputs across local, regional, and international platforms.

## Requirements

### Professional Profile

- **Education:** Bachelor in Public Policy, Environmental Studies, Social Sciences, or a related field.
- **Experience:**
  - At least 2 years of experience in research, policy analysis, and project management.
  - Proven ability to develop and communicate actionable policy recommendations.
  - Experience producing high-impact reports engaging diverse stakeholders, including governments, NGOs, and private sector actors.
  - Familiarity with global frameworks related to biodiversity, climate, and innovation.
- **Skills:**

- Strong research and analytical skills, with expertise in both qualitative and quantitative methods.
- Excellent writing and communication skills in English and Spanish (Portuguese is a plus).
- Proficiency in project management tools and methodologies.
- Ability to translate complex ideas into accessible, engaging content for diverse audiences.
- Strong computer skills (Microsoft Office, web applications, etc.); ability to work independently and in a team.
- Ability to respond to tight deadlines in an organized and efficient manner.
- 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:**

- Believe they can make a difference in communicating high-impact content about nature, biodiversity, climate change, and technologies in Latin America and the Caribbean.
- 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.

### **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.

## Application Process

If you are ready to join a dynamic team and make a real difference in the policy and 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 a part of our team, and your perspective on developing and using new technologies for social and environmental impact.**

We look forward to meeting you!