



Impact office manager – Black Jaguar Foundation

The Organization

The Black Jaguar Foundation (BJF) is an international non-profit organization dedicated to realizing one of the world's longest biodiversity corridors in Brazil. With an expanding presence in Europe and a mission-derived team in Amsterdam, BJF collaborates with global partners, donors, volunteers, and institutions to accelerate large-scale ecological restoration and long-term environmental and social impact.

The Role

- This role provides essential coordination and operational support to the Amsterdam office of the Black Jaguar Foundation. You assist the energetic and inspirational founder and the European fundraising team in their day-to-day activities, help keep projects and communication flows on track, and ensure smooth organizational processes across teams. Manage calendars, meetings, and logistics. Acting as a central connector in a dynamic environment, you support office operations, partnership activities, and communication efforts that enable BJF's work to grow in Europe and beyond.

Ideal Candidate

- A natural organizer with a proactive mindset, ambitious, with a green heart for meaningful impact, and a person of integrity, transparency, reliability, and diplomacy.
- Enjoys team support and back-office operations in a mission-derived environment; comfortable coordinating multiple priorities, following up on people, scheduling meetings and keeping momentum across different workstreams.
- A true do'er – anything that needs to be done to help BJF grow feels like your responsibility, and you take ownership naturally, stepping in wherever needed to keep operations running smoothly.
- Brings a wide array of computer skills: confident working with different tools, finding solutions, skilled with Microsoft 365, CRM tools, AI, and familiar with basic websites or IT troubleshooting.

Language Proficiency

- Strong communicator in English (spoken and written).
- Ideally also Portuguese and/or Dutch.

What We Offer

- The chance to help build one of the most ambitious restoration projects on Earth, as part of a dynamic, purpose-driven international team.
- A versatile role with room for creativity, learning, and professional growth — and yes... you will go to Brazil and see the work firsthand.
- A flexible work environment in the heart of Amsterdam, with clear opportunities to grow into senior roles as the organization expands.
- Compensation aligned with non-profit sector standards and your experience.

Interested?

Please submit your CV in English (preferred in PDF format) and an application letter to info@black-jaguar.org.

This is a rolling application; apply as soon as possible, and we will reach out to you for a meeting.