

Job Title: (Senior) Project Manager, Tent Deutschland

Based in: Anywhere in Germany

Salary: *The salary range for this role is between €76,391 – €110,426 for most locations in Germany. This range is inclusive of a performance-based bonus, which is based on both team and individual performance, and is paid out annually. Our salary ranges are determined by location, work experience, and the role.*

Please note that fluency in both English and German, along with solid project management experience, is mandatory for the role. Recruitment experience, whether in-house or agency, is highly valued. To apply, email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

About Tent Deutschland, the German coalition of the Tent Partnership for Refugees:

With Germany welcoming significant numbers of refugees, businesses have a critical role to play in helping them integrate economically in their new communities. Tent Deutschland is a network of over 65 major companies that are committed to hiring refugees across the country and helping them become job ready. Tent Deutschland is the national coalition of the Tent Partnership for Refugees, which was founded in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion-dollar food company in the U.S. – to mobilize the world’s largest employers to help refugees access local labor markets. In addition to Germany, Tent operates in eleven other countries across the Americas and Europe. Find out more at www.tent.org/Deutschland.

About the role:

Tent Deutschland is looking for a highly motivated, operational, and analytical professional with outstanding project management and relationship building skills to join our expanding team. The Project Manager will play an important role in putting in place systems to better track and organize our activities in Germany, as well as working with existing member companies on their refugee hiring projects, and forging strong relationships with refugee-facing NGOs.

Key responsibilities:

- 1. Work with companies on refugee hiring programmes**
 - Take on relationship management of select existing Tent Deutschland member companies to steward their refugee hiring efforts and deepen their engagement with Tent
 - Advise companies on best structure, locations, and processes to set up successful refugee hiring programmes, encouraging them to start or scale efforts
 - Oversee project management and implementation of Tent Deutschland’s new pilot to test a third-party recruitment platform, facilitating the connection of companies with refugee talent

- Facilitate effective routes to source, recruit, and onboard refugee candidates
- Advise companies on how to overcome challenges in their refugee hiring efforts, drawing on Tent's expertise and best practices
- Adapt Tent resources and materials for Germany that provide guidance to companies on refugee hiring
- Check in on company progress and ensure Tent information trackers are up-to-date
- Build strong relationships with and collaborate with refugee-facing organizations (our 'implementing partners') to enable the delivery of hiring programmes with Tent member companies
- Expand Tent Deutschland's NGO and other implementing partners' network

2. Project management

- Develop systems to better track and organize and manage our activities in Germany
- Support information gathering and best practice identification in a range of partnerships and refugee hiring programmes.
- Alongside the Director, Tent Deutschland, facilitate select Working Group calls for our member companies
- Develop and conduct trainings for companies on a range of topics related to refugee hiring and inclusion
- Oversee and manage collection of key information and data from coalition members

Mandatory skills/experience:

- Bachelor's degree
- Minimum 7 years of relevant work experience in the private sector, ideally in Talent Acquisition or strategic project management roles at multinational companies.
- Excellent presentation skills in both English and German.
- Highly organized, with the willingness and ability to help design and organize strategic initiatives.
- Exceptional project management skills, with a strong ability to prioritize strategic initiatives while maintaining excellent organizational efficiency.
- Strong analytical mindset with the ability to make data-driven decisions.
- Strong, proven stakeholder management skills with the ability to oversee multiple activities and engage effectively with diverse stakeholders in a fast-paced environment.
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail.

Desired skills/experience/approach:

- Knowledge of policy issues affecting refugees in Germany is helpful, but not essential
- A willingness to roll up your sleeves and tackle new challenges
- A positive, energetic, and collaborative mindset
- Ability to work independently in a fast-paced environment and manage shifting priorities
- Ability to make decisions in a changing environment and comfortable operating in gray areas

- An innovative thinker, with a track record of translating thinking into action plans and output
- Comfort in a fast-paced role and mission-driven environment
- Openness to feedback
- A quick learner and able to get up to speed quickly on new topic
- Willingness and ability to travel from time to time within and outside Germany

To apply:

Please email your CV and a short cover letter to careers@tent.org as quickly as possible, as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage those with a refugee background to join our team.

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.