

Job title: Assistant, Global Communications & Marketing

Reports to: Director, Global Brand Marketing

Based in: Mexico (remote), ideally based in Mexico City metropolitan area

Complete fluency in spoken and written English and Spanish is mandatory.

To apply, please send your resume and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will contact you to schedule a discussion.

About the Tent Partnership for Refugees:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 400 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is seeking a dynamic, versatile, and highly organized early-career professional to join our expanding team as Global Communications & Marketing Assistant. This role involves supporting the communications & marketing teams in activities across the 11 countries where Tent operates, including Mexico. Key responsibilities of the Assistant include administrative support, social media coordination and execution, event logistics, and external partner communication support among other tasks. The ideal candidate thrives in a fast-paced, international environment, is detail-oriented, able to juggle multiple priorities, and eager to grow their skill set. Being able to communicate clearly, concisely, and persuasively in both written and verbal forms are essential for success in this role. Complete fluency in both English and Spanish is mandatory.

Key responsibilities:

Administrative Support (30%)

- Internal management and coordination of various external communication and marketing materials, including progress tracking, translations, and reviews coordination.
- Help facilitate inbound press requests, ensuring timely responses and proper delegation of tasks.

- Act as the primary point of contact for all internal communications and marketing related inquiries.

Social Media & Digital Content (25%)

- Assist in content coordination, copy development, asset creation, and uploading/scheduling for Tent's global social media platforms (LinkedIn, Instagram, X, and YouTube).
- Support in other digital content collection and development, such as for partner/company outreach and Tent's global website.

Event & External Vendor Coordination (25%)

- Assist across virtual events, including technical setup, as well as invitation dissemination and registration assistance.
- Support in-person event logistics including key event and briefing materials, invitations and registrations, and other ad hoc content or event logistics needs.
- Manage a variety of vendor relationships and source/vet new vendors as needed.

Research & Media Monitoring (20%)

- Manage various research tasks, including helping to gather external data relevant to the Tent's work as well as research around relevant journalists and media outlets.
- Oversee media coverage tracking and news monitoring.

Essential skills/experience:

- Bachelor's degree, ideally in communications, public relations, marketing, journalism, or a related field.
- Proven experience as a Communications or Marketing Assistant, Communications or Marketing Coordinator, or similar role – with ideally 1-2 years working professionally.
- Complete fluency in English and Spanish.
- Proficiency in social media platform coordination, including LinkedIn, Instagram, X, and YouTube.
- Excellent organization skills and eye for detail in a fast-paced environment, strong ability to manage multiple tasks efficiently and prioritize responsibilities.
- Outstanding verbal and written communication skills.
- A service-oriented attitude to address internal and external inquiries with professionalism and empathy.
- Proven ability to learn quickly, adapt to new technologies and processes, and to take on new responsibilities as Tent evolves.
- Openness to occasional travel to support Tent's ventures in Mexico and abroad.

Desired skills/experience:

- Familiarity with design software is a plus.
- Research skills including finding, analyzing, and synthesizing relevant information and data.
- Aptitude for identifying issues, troubleshooting problems, and finding effective solutions.

Desired qualities:

- An excellent communicator with strong attention to detail.
- A creative mind with the ability to craft new ideas for communications and marketing content and strategies.
- A hard worker willing to go above and beyond to deliver high-quality work.
- Intellectually curious, with a thirst for learning.
- A willingness to roll up your sleeves and tackle new challenges.
- Comfort in a fast-paced role with a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that).
- Enthusiasm to receive frequent feedback from hands-on leadership.
- Excellent critical and analytical skills.

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.