



**Job Title:** Manager, Partnerships, Mexico

**Reporting to:** Country Director, Mexico

**Based in:** Mexico City metropolitan area

***Complete fluency in both English and Spanish, along with a minimum of six years of experience working with multinational companies, is required for this role.***

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

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**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 United States – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 350 major companies committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).

**About the role:**

As Tent continues to expand its initiatives in the Americas to mobilize companies to hire and integrate refugees, we are looking for a highly motivated, operational, and analytical professional to support our Country Director in Mexico with corporate outreach, stakeholder relationship management, research, and other operational and administrative tasks. The Partnerships Manager for Tent Mexico will play an important role in helping to shape the team's strategy by supporting the recruitment of new companies to join Tent, working with existing member companies to strengthen their capabilities to hire, train and mentor refugees, and directly contributing to the hiring of refugees, including through the promotion and use of Tent's new web-based hiring portal.

This Manager will gain an in-depth understanding of the diverse hiring needs of numerous companies in Mexico, forge strategic connections between these companies and NGOs throughout the country, and actively participate in the hands-on execution of projects. The Manager will be an integral member of the Tent Mexico Team and contribute to the team's overall strategy and direction. The Partnerships Manager will also support the Country Director for Mexico with other administrative and organizational tasks.

**Key responsibilities:**

- Provide Tent Mexico member companies with a range of hands-on support, including sharing Tent resources and connecting them to local civil society partners.
- Support the Country Director ahead of working group calls and trainings for Tent coalition members to discuss best practices for hiring refugees at the local level



- Take on relationship management of select existing coalition member companies to steward their refugee hiring efforts and deepen their engagement with Tent Mexico
- Facilitate select working group calls for our member companies
- Check-in on company progress and ensure Tent information trackers are up-to-date
- Develop and conduct select trainings for companies on a range of topics related to refugee hiring and inclusion
- Facilitate effective routes to source, recruit, and onboard refugee candidates in collaboration with the rest of Tent Mexico team
- Support information gathering and best practice identification in a range of refugee hiring programmes
- Advise companies on how to overcome challenges in their refugee hiring efforts, drawing on Tent's expertise and best practices
- Counsel companies on the most appropriate structure, locations, and processes to set up successful refugee hiring programmes, encouraging them to start or scale efforts

**Essential skills/xperience:**

- Bachelor's degree required
- Minimum of 6 years of experience working in consulting and/or with multinational companies, ideally in human resources, talent acquisition, customer relationships management, corporate social responsibility, diversity and inclusion and/or social impact projects and partnerships
- Excellent written and spoken fluency in Spanish; strong ability to work in English (C1 language level at a minimum, with perfect comprehension and strong writing and speaking skills)
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Effective relationship management skills with external and internal stakeholders
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- A quick learner and able to get up to speed quickly on new topics
- Excellent organizational skills
- Commitment to professional growth and openness to feedback

**Preferred skills/experience:**

- Understanding of corporate issues and the demands and considerations facing private sector HR, CSR, and DEI teams in Mexico
- Experience working on refugee and/or migration issues in Mexico

**Desired qualities:**

- A willingness to roll up your sleeves and tackle new challenges
- A hard worker willing to go above and beyond to deliver high-quality work
- A self-starter, able to work independently; comfortable operating in gray areas



- A positive, energetic, and collaborative mindset
- Comfort in a fast-paced role and mission-driven environment
- Willingness to travel (up to 15% of the time) within Mexico, and on occasion, outside of Mexico

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*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.*