



Job Title: Specialist, Tent Mexico

Based in: Remotely based, with preference for someone based in Mexico City

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 400 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the Role:

Tent is looking for a determined, enthusiastic, and organized Specialist to contribute to our growing portfolio of work in Mexico. The Specialist will provide a range of assistance to support the 70+ companies that are part of the Tent Mexico Coalition and their efforts to hire, train, and mentor refugees. This role includes supporting Tent Mexico's engagements with and recruitment of leading businesses across the country, as well cooperation with international organizations and NGOs, in order advance refugee hiring and training in Mexico. This role will also provide operational support to Tent Mexico's new digital recruitment tool to connect refugees with businesses.

This Specialist role is ideally suited for someone with 2-4 years of work experience, especially in refugee-serving organizations, in coordination and project management roles. This role will report directly to Tent's Country Director for Mexico.

Key Responsibilities:

- Support efforts to engage with international organizations, NGOs, shelters, and government institutions working with refugees, including conducting research on local level initiatives to aid refugees
- Contribute to the operations of Tent Mexico's digital recruitment tool, including helping refugees utilize the tool and supporting efforts to promote the tool with external partners and media platforms
- Directly engage with refugees through in-person events and written communications to assist with hiring
- Contribute to support for companies related to their refugee engagement efforts, including conducting research into local job market dynamics and human resources challenges and solutions
- Develop written resources for companies to assist their refugee hiring, training, and mentoring efforts
- Assist with the organization of hiring events and public events
- Attend, notetake, and relay summaries from meetings with companies, international organizations, NGOs, and external partners
- Regularly maintain data for the Tent Mexico team, including updating spreadsheets and Salesforce
- Some domestic travel in Mexico

Essential Skills & Experience:

- Bachelor's degree required
- At least 2 years of relevant work experience
- Must be fully fluent in English and Spanish (speaking and writing)
- Excellent organizational and project management skills
- Confident presentation skills to convey information visually and persuasively
- Strong writing abilities and proficiency with MS Word, MS Excel, and Google documents.
- Ability to practice empathy and work with people with different lived experiences and backgrounds
- Strong communication and interpersonal skills to build relationships with a variety of stakeholders
- Ability to think analytically and work effectively through challenges as they arise
- Attention to detail and commitment to accuracy

Preferred Skills & Experience:

- Familiarity with business issues (e.g., market research, human resources, employee engagement, diversity and inclusion, etc.)
- Knowledge of the livelihood needs of refugees



- Experience in volunteer programs at a non-profit or company

Desired Qualities:

- A willingness to roll up your sleeves and tackle new challenges
- A commitment to professional growth and openness to feedback
- A hard worker willing to go above and beyond to deliver high-quality work
- A positive, energetic, and collaborative mindset
- A quick learner and able to get up to speed quickly on new topics
- Ability to work in a fast-paced environment and manage shifting priorities

To apply:

Please email your resume and a short cover letter to careers@tent.org. 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 lived experience as a refugee 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.