

Job Title: Bi-lingual Communications and Partnerships Specialist, Europe (2-3 years experience; English and German fluency mandatory)

Based in: Amsterdam, Berlin, Frankfurt, London

All interested candidates, please email CV and cover letter to careers@tent.org. If your background is a fit, someone from our organization will reach out to you to set up a time to talk.

About the Tent Partnership for Refugees:

The Tent Partnership for Refugees mobilizes the global business community to improve the lives and livelihoods of more than 36 million refugees who have been forcibly displaced from their home countries. Founded by Chobani's founder and CEO Hamdi Ulukaya in 2016 (one of the fastest-growing food companies in the U.S.), we are a network of over 250 major companies – including Amazon, Pfizer, H&M, Philips, Barilla, and many more – committed to including refugees. Tent believes that companies can most sustainably support refugees by leveraging their core business operations – by engaging refugees as potential employees, entrepreneurs and consumers. To find out more about our work, go to www.tent.org.

About the role:

Tent is looking to recruit a bright, organized, and hard-working communications and partnerships manager with fluency in both English and German, to help support our communications and mentorship efforts for refugees across Europe. As we increase our footprint in Europe, we are looking to bolster the team with a passionate, proactive and organised communications and partnerships all-rounder committed to drive forward this work in the region.

Key Responsibilities:

Communications

- Organize and execute a range of Tent events in the U.K., Germany, and other European countries, including workshops, CEO-level dinners, and supporting bigger public-facing summits. This includes identifying venues and liaising with agencies, sending invites, tracking attendance, overseeing collateral production and preparing briefing materials
- Support the execution of communications activities such as press campaigns and launches in countries across Europe, with a focus on U.K. and Germany
- Provide communications and marketing support to Country Directors in Europe by supporting on production on marketing collateral such as pitch decks, two-pagers, and other materials
- Copy-edit and proof written content such as reports, press releases, and marketing materials in English and German
- Draft stories for Tent's website and support on the production of social media content
- Track costs and ensure activities are on budget and on time

Mentorship

- Provides operational support for Tent's LGBTQ mentorship initiatives in Europe (with potential to expand to other mentorship initiatives)
- Conduct research and outreach to NGOs to bolster our roster of partners
- Draft documents for companies and mentors
- Respond to company enquiries relating to mentorship
- Ensure the team is on track to meet timelines and goals

**Mandatory skills/experience:**

- Bachelor's degree
- Experience working in a communications or marketing environment either agency side or in-house
- Fluent in either English or German (both a plus); written and spoken fluency in the other language
- Second-to-none writing skills (especially for a corporate audience)
- Ability and experience managing up
- Experience working in fast-paced environments juggling multiple projects and competing deadlines
- Strong, proven project management skills
- A keen eye for detail & a grammar pedant
- Proficiency with PowerPoint & a solid eye for design

Desired skills/experience:

- Other European languages, especially Polish, highly desirable
- Media relations experience / experience writing press materials
- Experience writing for social media
- Familiarity with business issues (e.g. diversity and inclusion, employee engagement, etc.)
- Some knowledge of policy issues affecting refugees globally is helpful, but not essential
- Confident presentation skills

Desired qualities

- A willingness to roll up your sleeves
- A hard worker willing to go above and beyond to deliver high-quality work
- An entrepreneurial self-starter, able to work independently
- Intellectually curious, with a thirst for learning
- Buzzing with creative ideas and enthusiasm
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- Excellent critical and analytical skills
- A positive, energetic, can-do attitude
- Willingness to travel

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.