

Job Title: Special Assistant to the Executive Director

Location: This role will be located in New York City and will be required to come into the office at least a couple of days a week and as otherwise needed.

All interested candidates, please email resume and cover letter to careers@tent.org. If your background is a fit, someone from our organization will reach out 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, FedEx, 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 for a whip-smart, entrepreneurial, highly-organized special assistant who can work on a wide range of projects and activities in support of Tent's executive director and other senior leaders. This is a substantive role and will function in effect as a junior chief of staff. The responsibilities will be wide-ranging and are likely to evolve significantly over time, depending on the needs and opportunities in the organization, but are likely to include support in the areas of human resources, management, strategy, fundraising, talking points and speechwriting, and executive board/advisory council management. The role may also be called upon to contribute to key initiatives as needed. No prior substantive knowledge or expertise is expected for any of the tasks – just a willingness and capacity to dive in and learn quickly. This is an exciting opportunity to be exposed to every dimension of a fast-growing nonprofit at the intersection of business and social impact, and may be ideally suited to someone who is one or two years out of college.

Illustrative responsibilities

- Assign, coordinate, and review follow up on Tent management tasks
- Manage the recruiting, interviewing, and hiring process
- Manage compensation benchmarking
- Oversee employee engagement, such as employee retreat and employee surveys
- Manage executive board and advisory council
- Draft key strategy presentations, such as for executive board and advisory council
- Working alongside the comms team, draft remarks, talking points, and op-eds as needed

Skills / experience

- Bachelor's degree
- Outstanding writing skills, with a premium on precision and clarity
- Proficiency in PowerPoint
- Proficiency in Excel and comfort with data
- Highly organized
- Experience working in fast-paced environments juggling multiple projects and competing deadlines
- Strong, proven project management skills

**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
- Intellectually curious, with a thirst for learning
- Excellent critical and analytical skills
- A positive, energetic, can-do attitude
- High level of discretion and maturity
- Ability and willingness to travel as needed

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.