



**Job Title:** Communications & Events Manager/Specialist

**Based in:** Mexico or Colombia (with preference for someone based in Mexico City, Mexico or Bogotá, Colombia)

**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 300 major companies committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).

**About the Role:**

The Tent Partnership for Refugees is looking for a bright, organized, passionate, and hard-working communications and events manager/specialist with fluency in both Spanish and English, to help support our communications efforts as well as regional programming and initiatives in the Americas. With a recently increased footprint that now includes Canada, Colombia, Mexico, and the United States, we are looking to bolster the team with a proactive and organized communications and events all-rounder to drive forward our work in the region.

**Key Responsibilities:**

*Communications & Events*

- Organize and execute a range of Tent events (both in-person and virtual) in Colombia, Mexico, and Canada including workshops, CEO-level dinners, public sector gatherings, public-facing business summits, initiative launches, job fairs, etc. Includes oversight of all end-to-end venue management / virtual event needs, guest invitations and tracking, briefing materials, and support of related collateral production and broader communications and social needs.
- Lead regional media relations and outreach as well as larger PR campaigns in Colombia and Mexico, as well as provide key support in Canada. Also includes support of Spanish language media support and other adjacent press needs in the United States.
- Provide ongoing communications and marketing support to Country Directors in the Americas (Colombia, Mexico, and Canada), including materials related to local business outreach, identification of and all related support around local speaking opportunities, and communications counsel and guidance on behalf of Tent to local member companies.
- Copy edit, proof, and support in the development of bilingual written materials such as reports, press releases, social media posts, marketing assets, and website content in English and Spanish.
- Support monitoring and internal news sharing for the Americas.
- Track costs and ensure activities under remit are on budget and on time.

*Local Programmatic & Partnership Support*

- Provide communications and operational support for Tent's local mentorship initiatives in Colombia and Mexico, including research and outreach to NGOs to bolster our roster of mentorship partners, helping to manage the needs of participating companies, supporting the logistics of training webinars and info sessions, and related materials and communications output. This also includes helping to ensure the team is on track to meet timelines and goals.
- Lead communications and provide operational support for any forthcoming launches of local country-level business coalitions.

**Mandatory Skills & Experience:**

- Bachelor's degree
- At least 2-3 years experience working in a communications or marketing environment, either for an agency or in-house; individuals with additional years of experience beyond the minimum requirement of course welcome to apply
- Native Spanish speaker; written and spoken fluency in English
- 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

**Desired Skills & Experience:**

- Some level of experience supporting multiple markets and/or multiple senior stakeholders
- Media relations experience
- Familiarity with business issues (e.g. diversity and inclusion, employee engagement, etc.)
- Some knowledge of the regional refugee landscape and issues is helpful, but not essential
- Confident presentation skills

**Desired Qualities:**

- Positive, creative, and collaborative mindset
- Enthusiasm and energy for collaboration
- 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
- An innovative thinker, with a track record of translating thinking into action plans and output
- Challenge-seeking, with a thirst for learning
- Comfort in a fast-paced role, mission-driven environment, with ambiguity, and large amounts of autonomy
- 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
- Willingness to travel occasionally

**To apply:**

Please email your resume and a short cover letter to [careers@tent.org](mailto:careers@tent.org). If your background is a fit, we will be in touch. We encourage you to apply early as applications will be reviewed on a rolling basis.

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.

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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.*