



Job Title: Coordinator, U.S. Mentorship Programs and U.S. Coalition

Based in: New York, NY with a hybrid (2 days in-person) schedule from Tent's New York City office

Salary: The NYC-based salary range for this position is \$60,000-\$78,000 (our salary ranges are determined by location, work experience, and the role).

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.

About the Role:

Tent is looking for a determined, enthusiastic, and organized Coordinator to support our growing portfolio of work in the U.S. This role will provide a range of support to ensure Tent's ability to support the 175 companies that are part of Tent's U.S. Coalition and their efforts to hire, train, and mentor refugees. This includes supporting the U.S. Partnerships Team in making recommendations to companies for which NGOs to work with on their refugee hiring and training efforts across the country, as well as assisting with other organizational tasks (e.g. Salesforce data entry and analysis). This role will also provide operational support for Tent's four mentorship programs in the United States, including for LGBTQ refugees, Afghan refugees, refugee women, and Hispanic refugees, and spearhead engagement with NGO partners for those programs.

This Coordinator role is ideally suited for someone with 2-3 years of work experience, especially in refugee-serving nonprofits in coordination and project management roles. This role will report directly to Tent's Director for the United States.

Key Responsibilities:

U.S. Coalition Support

- Contribute to individualized guidance and support to companies about their refugee efforts, including conducting research into resettlement agencies with affiliates close to a company's operations
- Prepare research notes and materials as needed in advance of company calls
- Attend, notetake, and relay summaries from calls with companies and external partners
- Regularly update and maintain data for the U.S. Partnerships team, including updating spreadsheets and Salesforce
- Develop short resources for companies to assist their refugee hiring and training efforts

U.S. Mentorship Programs

- Provide operational support to Tent's mentorship programs, working alongside the Senior Manager for Global Mentorship Programs
- Coordinate NGO outreach efforts in the U.S. and manage relationships to engage more NGOs to recruit refugee mentees
- Draft training and implementation materials and resources for mentors and mentees
- Respond to NGO, mentor, and mentee inquiries relating to mentorship
- Oversee process for matching mentors and mentees based on similar professional interests and other factors
- Assist to draft and update mentorship program guidebooks in partnership with other organizations
- Identify potential challenges and roadblocks with the program implementation and provide recommendations for how to address these

Essential Skills & Experience:

- Bachelor's degree required
- Must be fully fluent in English speaking and writing
- Excellent organizational and project management skills
- Confident presentation skills to convey information visually and persuasively



- Strong writing abilities
- Ability to practice empathy and of working 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:

- Spoken and written fluency in Spanish highly desirable
- Familiarity with business issues (e.g., employee engagement, diversity and inclusion, etc.)
- Experience in coordinating mentorship or volunteer programs at a non-profit or company
- Knowledge of livelihoods needs of refugees a plus

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 by June 5, 2023. 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.