

Job Title: Web Developer & Content Specialist
Reporting to: Associate Director, Comms & Marketing
Based in: Mexico

Interested candidates, please send your CV, a brief cover letter, and evidence of your work (e.g., portfolio, GitHub repositories, project websites) to careers@tent.org. When submitting project samples, kindly include a detailed description of your role and contributions within each project. If your background aligns with our requirements, someone from our organization will reach out to you to set up a time to talk.

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

About the role:

As a Web Developer & Content Specialist at Tent, you'll play a pivotal role in curating our digital presence, overseeing both front-end and back-end operations for our public site and Tent's Member's Hub. You'll lead the charge in creating and managing new pages, implementing updates during "milestone moments," and attending to daily content needs. Moreover, your expertise will be instrumental in orchestrating a potential rebuild of our Member's Hub, from research and recommendation to implementation of a content management system (CMS) or tailored solution aligned with Tent's objectives.

Key Responsibilities:

- Oversee both front-end and back-end development of Tent's public site, from new page/module construction to major updates and daily content upkeep
- Handle front-end and back-end tasks, including daily content management
- Assist in scoping and strategizing the potential rebuild of our Member's Hub site, exploring and implementing CMS solutions tailored to Tent's specific needs
- Manage limited back-end support from outside agency that supports in-house operations
- Enforce site standards, conduct QA through functional testing, content auditing, form creation, and ensure design, brand, and accessibility compliance
- Review and report back on website analytics to help optimize content and user experience

Additional duties may include, but are not limited to:

- Manage pro bono paid marketing grants and associated analytics, optimizing site performance via platforms like Google AdWords and LinkedIn ad grant
- Provide ad-hoc development support to other Tent software products aimed at helping member companies hire, mentor & train refugees

Essential Skills & Experience:

- Bachelor's degree in related technical field, or equivalent practical experience
- At least 2+ years of relevant professional web development experience
- Speaking, reading, and writing proficiency in English
- Ability to identify, recommend, and implement CMS solution(s) that suit organization's needs
- Professional experience creating and maintaining websites using a CMS
- Deep coding experience, with expertise in PHP, HTML, CSS, JavaScript, Wordpress
- Knowledge of best practices in regards to web and mobile UX and UI
- Knowledge of web design principles, and ability to work collaborate with designers, as needed, to bring a vision to life
- Intermediate website analytics skills (building reports, assessing performance, and optimizing website for best results)
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Ability to work in a fast-paced environment and manage shifting priorities
- A quick learner and able to get up to speed quickly on new topics
- Excellent organizational and project management skills
- Commitment to professional growth and openness to feedback

Preferred Skills & Experience:

- Experience building and managing a membership-style website
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, etc.) and a general eye for design

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
- A self-starter, able to work independently; comfortable operating in gray areas
- A positive, energetic, and collaborative mindset
- Comfort in a fast-paced role and mission-driven environment

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.