Job Title: Systems & Automation Specialist
Based in: Poland & Mexico

Interested candidates: please send your CV and evidence of your work (e.g., portfolio, GitHub repositories, project websites) to careers@tent.org. You may submit an additional brief cover letter if you would like.

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 Systems & Automation Specialist at Tent Partnership for Refugees, you'll play a critical role in developing, optimizing, and maintaining low-code/no-code systems to enhance the user experience of refugees and Tent member companies. This position sits on Tent's Strategic Initiatives team, which leads innovation, design and development of technology-based solutions to help refugees get hired, mentored, and trained at scale.

Key Responsibilities:
- Develop and maintain low-code/no-code systems using tools like Airtable, Softr, Salesforce, and Make, aligning them with product requirements.
- Define, develop and maintain optimized system automations through a strong handle on scripting and ways to limit automation runs.
- Connect different systems and services via APIs like Twilio’s WhatsApp API.
- Create comprehensive internal documentation and product dashboards to help non-technical staff understand systems and product performance.
- Continuously improve the experience for refugees and Tent member company employees through product discovery, tests, and delivery.

Essential Skills & Experience:
- 1-2 years of experience in low code/no code development and/or automation, as well as 1-2 years of development and/or automation experience with low code platforms such as Airtable, Softr, Salesforce, Make or Zapier
- Automation experience, including scripting
- Understanding of automation limits, and how to optimize and limit automation runs
- Understanding of relational database design
- Coding experience with CSS and JavaScript
- Understanding of, and experience working with, APIs
- Ability to write and maintain system documentation
- Experience and/or interest working with Twilio’s WhatsApp API and/or Twilio Studio
- Experience and/or interest working with Softr
• Fluent in written and verbal English
• Flexibility between automation implementation and other product-related tasks like design and documentation
• Bachelor’s degree in related technical field, or equivalent practical experience

Preferred Skills & Experience:
• Experience and/or interest creating dashboards
• Experience and/or interest writing copy for product and/or product marketing
• Good eye for design

Desired Qualities:
• A self-starter, able to work independently; comfortable operating in gray areas
• Ability to work in a fast-paced environment and manage shifting priorities
• 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 positive, energetic, and collaborative mindset

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.