

Job Title: Communications and Partnerships Specialist/Manager, Poland (*approx. 3-7 years experience; Polish fluency and ability to work in English mandatory*)

Based in: Anywhere in Poland (remote position)

All interested candidates, please email your CV and cover letter to careers@tent.org. If your background is a fit, 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 400 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is looking to recruit a bright, organized, and hard-working events, communications, and partnerships specialist/manager (level will be determined dependent on experience). The candidate must be fluent in Polish, and able to communicate effectively in English, to help support and grow our communications and partnerships efforts in Poland. This is a hands-on, operational position, in an organization that is growing and adapting to the Polish context. This role is primarily focused on Poland with some travel required within and outside Poland. Experience gained working in a PR/comms agency and managing client relationships will be an asset.

Key Responsibilities:

Partnerships

- Support Country Director in building company relationships
- Conduct research on companies Tent is targeting to join our network or our initiatives; coordinate follow-up/communications
- Help develop and conduct trainings for companies on a range of topics related to refugee inclusion
- Provide operational support for Tent's mentorship initiatives, for example drafting materials and resources for mentors and mentees, responding to company enquiries, and identifying challenges, conduct mentor trainings,
- Match mentors and mentees for Tent's mentorship program and stay in touch with the program coordinators at companies

Comms & Marketing

- Vet and tee up a pipeline of speaking opportunities for the Country Director, providing them with support in the lead-up to events by drafting speaking points, liaising with event organizers, promoting externally, etc.
- Copy-edit and proof written content such as reports, press releases, social media copy, and marketing materials in Poland
- Encourage and work with companies in Poland to communicate their Tent related refugee efforts on social media

- Support the execution of communications activities such as press campaigns and launches including: drafting/tailoring press releases, LinkedIn posts, drafting quotes, liaising and overseeing journalists, and developing media relations
- Support in the development production of pitch decks, two-pagers, and other materials helpful to advance Tent's work required by the Country Director
- Support in the adaption of Tent global "best practice" resources to Poland
- Monitor news relevant for Poland and Tent's mission in Poland
- Keep track of important political developments related to refugee situation in Poland

Events

- Organize and execute a range of in-person and online Tent events, including refugee-hiring fairs, workshops, webinars and CEO-level dinners. This includes project management of events from beginning to end: identifying venues and liaising with agencies, sending invites, tracking attendance, overseeing collateral production, preparing briefing materials, amplifying through comms and social, and supporting the Country Director on liaising/managing with key partners. This may also occasionally include support of larger pan-European or other multi-market events
- Organize and execute virtual Tent events, such as regular webinar series showcasing companies hiring refugees. This includes working with the Country Director to identify topics and speakers, draft questions, and set up virtual meetings
- Track costs and ensure activities are on budget and on time

Mandatory skills/experience:

- Bachelor's degree
- Experience working in a communications, campaigns, partnerships, or account management environment either agency side or in-house
- Event management experience
- Excellent written and spoken fluency Polish; ability to work in English (strong writing and strong speaking skills to operate fully in English with other Tent colleagues)
- Second-to-none writing skills (especially for a corporate audience) in Polish
- Strong relationship management skills
- Proven ability to manage up and to manage expectations among senior members of the team
- Experience working in fast-paced environments juggling multiple projects and competing deadlines
- Strong, proven project management skills
- An obsessive eye for detail & a grammar pedant
- Proficiency with MS Office
- Confident presentation skills
- Willingness to work in a fully remote position

Desired skills/experience:

- Other European languages highly desirable (especially Ukrainian/Russian)
- Media relations experience
- Experience writing press materials
- Experience writing for social media
- Familiarity with business issues (e.g. diversity and inclusion, employee engagement, etc.)
- Some knowledge of policy issues affecting refugees in Poland/Europe is helpful, but not essential
- Excellent critical and analytical skills

Desired qualities

- A willingness to roll up your sleeves
- Be open to work in a young, developing, and evolving organisation with a start-up mentality
- A hard worker willing to go above and beyond to deliver high-quality work
- An entrepreneurial self-starter, able to work independently
- 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
- A positive, energetic, can-do attitude
- Willingness and ability to travel 20% of the time within and outside Poland

To apply:

Please email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. 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.