

Job Title: Partnerships Specialist/Manager, Mexico (*specialist 4-6 yrs; manager -- 6+ yrs; Spanish fluency and ability to work in English mandatory*)

Reporting to: Country Director, Mexico

Based in: Any major city in Mexico, ideally Mexico City or Monterrey

All interested candidates, please email your CV and short 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 350 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

As Tent continues to expand its initiatives in the Americas to mobilize companies to hire and integrate refugees, we are looking for a highly motivated, operational, and analytical professional to support our Country Director in Mexico with research, corporate outreach, stakeholder relationship management, and other operational and administrative tasks. The Partnerships Specialist/Manager for Tent Mexico will play an important role in helping to shape the team's strategy by supporting the recruitment of new companies to join Tent, working with existing member companies to hire, train and mentor refugees, and expanding our network of local partners to support the implementation of these projects.

This Specialist/Manager will gain an in-depth understanding of the diverse hiring needs of numerous companies, forge strategic connections between these companies and NGOs throughout the country, and actively participate in the hands-on execution of projects. The Specialist/Manager will be an integral member of the Americas Partnerships Team and contribute to the team's overall strategy and direction. The Specialist/Manager for Mexico Partnerships will also support the Country Director for Mexico and Canada with other administrative and organizational tasks.

Key Responsibilities:

- Support the Country Director in Mexico with research and tailored pitch decks and proposals in preparation for meetings with companies, NGOs, and other local stakeholders
- Provide Tent member companies in Mexico with a range of hand-on support, including sharing Tent resources and connecting them to local implementing partners
- Help the Country Director in Mexico liaise and manage relationships with local stakeholders, including non-profit organizations, international organizations, government agencies, foundations and other local actors relevant for Tent's work; help Tent grow its network of local implementing partners for corporate projects in Mexico
- Support the Country Director in Mexico ahead of working groups calls and trainings for Tent members to discuss best practices for hiring refugees at the local level

- Research and pitch speaking opportunities for the Country Director in Mexico, providing them with support in the lead-up to events by drafting speaking points, conducting research on attendees, etc.
- Support the Country Director in Mexico with other organizational tasks, such as Salesforce data entry

Essential Skills & Experience:

- Bachelor's degree required
- Minimum of 5 years of experience working in consulting and/or with multinational companies, ideally in human resources, corporate social responsibility, diversity and inclusion and/or social impact projects and partnerships
- Excellent written and spoken fluency in Spanish; strong ability to work in English (C1 language level at a minimum, with perfect comprehension and strong writing and speaking skills)
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Effective relationship management skills with external and internal stakeholders
- 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:

- Understanding of corporate issues and the demands and considerations facing private sector HR, CSR, and DEI teams in Mexico
- Experience working on refugee and/or migration issues in Mexico, a plus

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
- A willingness to travel (up to 15% of the time) within Mexico, and on occasion, outside of Mexico

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.