



Job Title: Associate Director, Communications, Americas

Based in: NY: Hybrid (in office 3 days a week) / Elsewhere: Remote (ideally based in ET)

Salary: The salary range for this role is \$108,000-\$146,000 for most locations in the U.S. and \$108,000-\$162,000 for New York City. This range is inclusive of both a team bonus and individual performance-based bonus (which are both paid out 1x a year). Our salary ranges are determined by location, work experience, and the role.

Reports to: Director of Global Communications & Marketing

****Fluency in Spanish and English, and 10+ years of communications experience is mandatory.***

Please send your resume and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will contact you to schedule a discussion.

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 seeks an experienced, bilingual, media-savvy, and dynamic Associate Director of Communications to lead our external communications efforts across the Americas.

Reporting to the Director of Global Communications & Marketing, this role will be responsible for enhancing awareness of Tent, our mission, our vast member company network and efforts, and our refugee integration initiatives throughout Tent's markets in the Americas: the U.S., Mexico, Colombia, Peru, and Canada (with a priority focus on the U.S. and Mexico). This role will craft Tent's communications strategy and external narrative in the Americas, cultivate key press relationships, lead our regional executive visibility strategy, and provide key support across milestone events and social media output in the region. This role will also occasionally manage external communications and other creative agencies around specific projects.

This role is ideal for individuals with a seasoned background in corporate communications, whether in an agency or in-house setting, including proven experience in advising C-suite executives on communication strategies.

Key Responsibilities:

- Formulate and implement Tent's communications strategy for Tent's Americas markets, aiming to enhance awareness in the region among business audiences (primary) and mainstream consumers (secondary)
- Work closely with the Director of Global Communications & Marketing and regional Country Directors to craft and iterate upon compelling narratives and value propositions that distinguish Tent as the foremost organization mobilizing the private sector to connect refugees to jobs, constantly elevating our leadership position in the sector



- Drive the execution of communication campaigns around milestone events and other key moments as well as year-round evergreen efforts
- Develop and strengthen relationships with press and personalities that resonate with our key audiences and drive a steady and proactive drumbeat of positive storytelling efforts, to consistently build Tent's profile and influence within and via the media landscape
- Lead the communications counsel Tent provides member companies and help drive ever-increasing collaboration opportunities and impactful output in the region
- As needed, develop comprehensive briefs and effectively manage external communications or other creative agencies, ensuring cohesive messaging and brand consistency
- Collaborate closely with Tent's Associate Director, Global Marketing and local communications team members to curate engaging content for Tent's social channels in accordance to priorities and objectives for the region
- Oversee media materials, ranging from press releases, to award submissions, to impactful bylined articles and op-eds that showcase our thought leadership and expertise in refugee workforce integration and private sector engagement
- Advance our regional executive visibility strategy, including overseeing the vetting, pitching, and execution of needle-moving press and external speaking opportunities that elevate our profile and advance our mission
- Provide support and guidance to senior members of the Tent team – including Tent's founder, CEO, and Country Directors – for regional engagements, ensuring effective representation and alignment with organizational objectives
- Support across milestone events in the region, including working closely with the Associate Director, Global Marketing and local team members to ensure Tent's best-in-class quality standards and strategic objectives are met
- Work closely with Tent's CEO, Director of Global Communications & Marketing, and other key stakeholders to develop and implement crisis communication plans to effectively manage and mitigate reputation risks in the region
- Manage two regionally-based communications team members

Essential Skills & Experience:

- Bachelor's degree with 10+ years of communications experience
- Bilingual English and Spanish speaker, with native fluency and exceptional writing skills in both languages, particularly for corporate audiences
- Communications experience working in the U.S., including a proven track record in strategy creation, campaign execution, media relations, and materials development for a U.S. audience
- At least some experience supporting communications campaigns in Latin America
- Demonstrated project management skills with meticulous attention to detail
- Flawless grammar with a keen eye for accuracy
- Confident presentation and public speaking skills

Desired Skills/Experience:

- Strongly desired: Experience working directly in Mexico, including strategy creation, campaign execution, media relations and materials development for Latin American audiences



- Strongly desired: Robust press contacts in the U.S. & Mexico, especially business and top-tier broadcast media with proven coverage track record
- Proven ability to vet, brief, and manage communications agencies effectively to achieve results (if previously working in an in-house role)
- Familiarity with business issues such as diversity and inclusion, employee engagement, etc.
- Familiarity with American and Latin American politics
- Some experience in navigating crisis communications, but not required
- Experience supporting brands and executives across corporate social media channels

Desired Qualities:

- Proactive self-starter with an entrepreneurial mindset, capable of working independently as well as within a matrixed team environment
- Innovative thinker with a proven track record of translating ideas into actionable plans and tangible outcomes
- Highly organized with ability to manage multiple projects concurrently
- Intellectual curiosity and a hunger for continuous learning
- Overflowing with creative ideas and enthusiasm for the mission
- Comfortable making decisions in ambiguous situations and navigating uncertainty
- Excellent critical thinking and analytical skills
- Strong collaboration skills
- Positive, energetic demeanor with a can-do attitude

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.