

Job Title: Coordinator, Tent U.S.

Reports to: Director, Tent U.S.

Based in: United States (remote), major cities including Washington D.C., Miami or Dallas strongly preferred (with the ability to work ET hours)

Salary: The base salary range for this role is \$52,600-\$61,800. In addition, Tent staff are eligible for team and individual performance-based bonuses.

To apply, please send your resume and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will be in touch.

About the Tent Partnership for Refugees:

With more and more refugees displaced around the world, businesses have a critical role to play in helping them 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 the world’s largest employers to fill this gap. Today, Tent is a network of over 500 major companies committed to helping refugees across a dozen countries in the Americas and Europe access local labor markets by helping them become job-ready and connecting them to work. Find out more at www.tent.org.

About the role:

Tent is looking for a determined, enthusiastic, and organized Coordinator to support our work in the United States. This role will provide a range of support to ensure Tent’s ability to support the 200+ companies that are part of the Tent U.S. Coalition and their efforts to hire, train, and mentor refugees. This includes managing Tent’s relationships with national and local non-profit partners who can refer refugees to employment and mentorship opportunities at our member companies. This role will also be responsible for implementing Tent’s refugee mentorship program in the United States – including engaging with companies participating in the mentorship program and handling all operational aspects, such as recruiting refugee mentees and matching mentors and mentees.

This Coordinator role is ideally suited for someone with 2-3 years of work experience, especially in non-profits or the private sector in project management and partnerships roles. This role will report directly to the Tent U.S. Country Director.

Key responsibilities:

NGO Engagement

- Work with the U.S. Director to oversee Tent’s relationships with non-profit partners across the country, including national and local refugee-serving nonprofits and community groups, that can refer refugees in their network for employment and mentorship by our member companies.
- Pitch nonprofits about Tent initiatives that can help their refugee clients advance in their careers, including through presenting on 1-on-1 calls and large-scale virtual webinars.
- Identify and engage new non-profit partners that can help advance Tent’s goals.
- Maintain and update Tent’s U.S. directory of nonprofit contacts.

Company Engagement for Mentorship

- Support coordinators at member companies who are responsible for recruiting their employees to sign up as mentors for Tent’s mentorship program and serve as their first point of contact for issues or questions around program implementation.

- Communicate relevant program updates to company coordinators, including programmatic timelines and updates on mentor signups from their company.
- Arrange and host quarterly calls with company coordinators to provide them with updates about the mentorship program.

Mentorship Program Implementation

- Provide operational support to Tent's mentorship program, working alongside the Senior Manager for Global Mentorship Programs, including helping to maintain Tent's digital mentoring platform and contributing to the development and maintenance of tools and resources for mentors and mentees.
- Monitor progress with recruiting mentors and mentees and help troubleshoot gaps to stay on track with program goals.
- Coordinate outreach to nonprofits to refer refugees to Tent's mentorship program and develop toolkits to assist nonprofits with this outreach.
- Oversee the process of matching mentors and mentees based on similar professional interests.
- Help manage relationships with external organizations that provide additional training and support to refugee mentees.

U.S. Team Support

- Attend, notetake, and relay summaries from calls with external partners.
- Regularly update and maintain data for the U.S. team, including updating spreadsheets and Salesforce.

Essential skills & experience:

- Bachelor's degree required
- Must be fully fluent in English speaking and writing
- Excellent organizational and project management skills
- Strong communication and interpersonal skills to build relationships with a variety of stakeholders
- Confident presentation skills to convey information visually and persuasively
- Ability to practice empathy and work with people with different lived experiences
- Strong writing abilities
- Ability to think analytically and work effectively through challenges as they arise
- Attention to detail and commitment to accuracy

Preferred skills & experience:

- Spoken and written fluency in Spanish highly desirable
- Experience in the private sector working in social impact or HR (e.g., employee engagement, talent acquisition, etc.)
- Experience in coordinating mentorship or volunteer programs at a non-profit or company
- Knowledge of livelihoods needs of refugees a plus

Desired qualities:

- A willingness to roll up your sleeves and tackle new challenges
- A commitment to professional growth and openness to feedback
- A hard worker willing to go above and beyond to deliver high-quality work
- A positive, energetic, and collaborative mindset
- A quick learner and able to get up to speed quickly on new topics
- Ability to work in a fast-paced environment and manage shifting priorities



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.