

Job title: Specialist, Partnerships & Communications, Sweden

Reports to: Country Director, Sweden

Based in: Malmö metropolitan area (hybrid)

To apply, please send the English version of 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 for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with outstanding writing, presentation, relationship building, project management and organisational skills to join our expanding team in Sweden. The Partnerships & Communications Specialist will gain a deep understanding of the diverse refugee hiring needs of existing member companies, build strategic connections between these companies and refugee-facing organisations, and actively drive the hands-on execution of refugee hiring projects. They will also play an important role in recruiting new companies to join Tent Sverige. This role will also be responsible for organising and executing a range of in-person and virtual Tent Sverige events, researching and pitching speaking opportunities in Sweden, and supporting all communication activities, including media engagement, producing traditional and social media content, and writing talking points.

Key responsibilities:

Partnerships & Relationship Management

- Take on relationship management of select existing Tent Sverige member companies to steward their refugee hiring efforts and deepen their engagement with Tent
- Create materials for company calls, coordinate follow-up and related communications
- Conduct research on companies targeted for Tent membership or initiatives and support the development of Tent Sverige coalition by pitching new companies in Sweden to join Tent
- Expand Tent's NGO and other implementing partners' network in Sweden, including government agencies/departments and municipalities

Refugee Hiring & Mentorship Programs

- Advise companies on how to successfully set up programs for refugees, and how to overcome challenges in their hiring efforts, drawing on Tent's expertise and best practices
- Encourage coalition members to start or scale their refugee hiring efforts by facilitating effective routes to source, recruit, and onboard refugee candidates
- Help develop and conduct trainings for companies on a range of topics related to refugee hiring and inclusion
- Support in adapting Tent resources and materials for the Swedish landscape that provide guidance to companies on refugee hiring
- Provide operational support to the Mentorship Programs Team by matching mentors and mentees, helping address queries from program participants and participating NGOs
- Maintain strong relationships and collaboration with refugee-facing organisations (our 'implementing partners') to enable the delivery of hiring programs with Tent member companies
- Track progress of hiring and mentorship programs, oversee and manage collection of key information and data from coalition members, and ensure Tent internal database is up-to-date

Communications, Marketing & Events

- Collaborate closely with the Director of Communications, Europe, to formulate Tent's communications plan in Sweden
- Research, vet, pitch, and tee-up external 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 them externally, etc.
- Copy-edit and proof written content such as reports, press releases, social media copy, and marketing materials in Sweden
- Encourage and work with companies in Sweden to communicate their Tent-related refugee efforts in traditional media and on social media
- Support the execution of communications activities such as press campaigns and launches including: drafting/tailoring press releases, LinkedIn posts, drafting quotes, and developing media relations
- Proactively identify press opportunities for press engagement in Sweden to raise awareness of Tent Sverige, as well as manage any in-bound media inquiries
- Help develop pitch decks, two-pagers, and other materials helpful to advance Tent's work required by the Country Director
- Monitor news relevant for Tent's mission and keep track of important political developments related to refugee situation in Sweden
- Organize and facilitate a range of in-person and virtual Tent events, including company calls, workshops, job fairs, conferences, etc.

Essential skills/experience:

- Bachelor's degree

- 3-5 years of experience working with multinational companies, ideally in partnerships, communications, talent acquisition, corporate social responsibility, and/or diversity and inclusion
- Complete fluency in both English and Swedish
- Excellent planning, prioritization and organizational skills
- Confident communication and presentation skills to build relationships with a variety of stakeholders, and translating complex ideas into clear messages
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail

Preferred skills/experience:

- Knowledge of policy issues affecting refugees in Sweden is helpful, but not essential
- Proficiency with MS Word, MS Excel, Google Workspace, and/or Sharepoint is a plus
- Familiarity with customer relationship management tools (e.g., Salesforce, HubSpot) is a plus

Desired qualities:

- Comfortable working independently in a relatively small, ambitious, and growing organization (with the opportunities and challenges that come with that)
- A willingness to roll up your sleeves and tackle new challenges
- A positive, energetic, and collaborative mindset
- An innovative thinker, with a track record of translating thinking into action plans and output
- Openness to feedback
- Willingness and ability to travel from time to time within and outside Sweden

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.