

**Job title:** Specialist, Colombia  
**Reports to:** Director, Tent Colombia  
**Based in:** Bogotá metropolitan area (hybrid)

***Please note that full fluency in Spanish and English is essential for this role.***

***To apply, please send the English version of your resume and cover letter to [careers@tent.org](mailto:careers@tent.org). If your background aligns with our needs, a member of our team will be in touch.***

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### **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](http://www.tent.org).

### **About the role:**

Tent is looking for a highly motivated, enthusiastic, and organized Specialist with outstanding project management skills to join our team in Colombia. The 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. This role will also be responsible for organizing and executing a range of in-person and virtual Tent Colombia events. The candidate should have familiarity with corporate talent acquisition, social impact programs, diversity and inclusion initiatives, and/or projects aiming to support underrepresented communities. Bilingual fluency in Spanish and English is mandatory.

### **Key responsibilities:**

#### **Partnerships & Relationship Management**

- Take on relationship management of select existing Tent Colombia 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 Colombia coalition by pitching new companies in Colombia to join Tent
- Expand Tent's NGO and other implementing partners' network in Colombia, 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 Colombian landscape that provide guidance to companies on refugee hiring
- Maintain strong relationships and collaboration with refugee-facing organisations (our 'implementing partners') to enable the delivery of hiring programs with Tent member companies
- Directly engage with refugees through in-person events and written communication to assist them with their Tent program engagement and securing employment in Colombia

#### *Tent Colombia Operations*

- Track progress of Tent Colombia 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
- 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 Colombia
- 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
- Bilingual fluency in Spanish and English
- 3-5 years of experience working with multinational companies, ideally in talent acquisition, human resources, corporate social responsibility, diversity and inclusion and/or partnerships
- Proficiency with MS Word, MS Excel, Google Workspace, and/or Sharepoint
- Excellent project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Confident communication and presentation skills to build relationships with a variety of stakeholders, and translating complex ideas into clear messages
- 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 Colombia is helpful, but not essential
- Familiarity with customer relationship management tools (e.g., Salesforce, HubSpot) is a plus
- Former experience with volunteer programs at a non-profit or company 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 Colombia

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*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.*