

Job title: Specialist, Partnerships & Communications, Canada

Reports to: Country Director, Canada

Based in: Toronto metropolitan area (hybrid)

To apply, please send the English version of your CV 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 a growing number of 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 mobilise 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. In 2024, Tent was selected for the [TIME100 Most Influential Companies](#) list.

About the role:

Tent is looking for a highly motivated, enthusiastic, and organized Specialist with outstanding project management skills to join our team in Canada. The Partnerships & Communications Specialist will play a key role in supporting employer engagement and advancing refugee hiring outcomes in Canada by working closely with companies, NGOs, and other partners.

This role will be responsible for coordinating partnerships with Tent member companies and refugee-facing organizations, supporting the development of refugee hiring and mentorship programs, and helping translate employer demand into effective candidate pipelines. In support of these priorities, the Partnerships & Communications Specialist will contribute to communications and events that strengthen engagement across Tent’s network, including organizing in-person and virtual convenings, supporting speaking opportunities, and developing content that advances refugee hiring efforts. The ideal candidate brings experience working in talent acquisition and/or multi-stakeholder partnerships, along with strong communication skills and familiarity with social impact programs, diversity and inclusion initiatives, and/or projects that support underrepresented communities.

Key responsibilities:

Partnerships & Relationship Management

- Take on relationship management of select Tent Canada member companies to steward their refugee hiring efforts and deepen their engagement.
- Conduct research on companies targeted for Tent membership or hiring initiatives and support the development of Tent Canada coalition by pitching new companies to join.
- Develop and maintain strong relationships and collaboration with refugee-facing organisations to enable the delivery of hiring and mentorship programs with Tent member companies.

Refugee Hiring & Mentorship Programs

- Encourage, advise and support companies to set up or scale strategic refugee hiring programs by drawing on Tent's expertise, best practices and local partners, with an eye towards integrating refugee hiring into company operations.
- Support member companies to start or scale their refugee hiring efforts by facilitating effective approaches to source, recruit, and onboard refugee candidates, with a focus on driving measurable hiring outcomes.
- Assist in adapting Tent's global resources and materials for the Canadian market in order to provide guidance to companies on refugee hiring, and develop and conduct trainings for companies on a range of topics related to refugee hiring and inclusion.
- Directly engage with refugees through in-person events and written communication to assist them with their Tent program engagement and securing employment in Canada.

Communications, Marketing & Events

- Organize and facilitate a range of in-person and virtual Tent events, including coalition calls, workshops, job fairs, and hiring events, with a focus on advancing employer engagement and hiring outcomes.
- Research, vet, and pitch external speaking opportunities for the Country Director (and, when relevant, Tent's executive leadership), providing end-to-end prep including liaising with event teams, help with speaking points, maximizing engagement opportunities, promotion etc.
- Copy edit, localize, and proofread content, including reports, press releases, social media copy, and marketing materials.
- Proactively identify press opportunities for press engagement in Canada to raise awareness of Tent and work, as well as manage any in-bound media inquiries.
- Develop social content related to Canada for Tent's brand and leadership channels.
- Help develop pitch decks, two-pagers, and other materials helpful to advance Tent's work.
- Monitor news relevant for Tent's mission and keep track of important political developments related to the refugee situation in Canada.

Tent Canada Operations

- Track progress of Tent Canada 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.
- Support the Country Director and Canada office's day to day operations.

What we are looking for:

Tent Qualities:

*At Tent, every team member is guided by five core principles — **DOERS** — that define not just what we do, but how we do it. These principles are the behavioral foundation of our team, and we look for them in everyone who joins us.*

- **Dedicated to Our Mission** — You are genuinely invested in refugee economic integration. You take ownership of your work and go beyond your role when the mission requires it.
- **Obsessed with Impact** — You act with urgency and tenacity, and take personal accountability for results. You don't stop at effort — you care about what actually gets done.

- **Excellent in Execution** — You operate at the highest standards in everything you do. You bring precision and follow-through to your work and hold yourself to a bar that goes beyond what is required.
- **Relentless at Improving** — You proactively identify better ways of working and don't wait to be told to iterate. You are open to feedback and actively seek it.
- **Stronger through Collaboration** — You thrive in team environments, communicate openly, and build trust with colleagues and external partners alike.

Essential Skills / Experience:

- Bachelor's degree
- 3-5 years of experience working with multinational companies (ideally in partnerships, communications, talent acquisition, human resources, CSR, and/or DEI)
- Excellent project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Experience or familiarity with recruitment processes, talent acquisition, workforce development, or employer-facing program delivery
- 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
- Proficiency with Microsoft 365, Google Workspace, Sharepoint, and/or Slack
- Bilingual fluency in English and French is an asset

Preferred Skills / Experience:

- Knowledge of policy issues affecting refugees in Canada is helpful, but not essential
- Familiarity with customer relationship management tools (e.g., HubSpot) is a plus
- Former experience with volunteer programs at a non-profit organization or an international company is a plus

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.