

Job title: Specialist, Communications & Partnerships, France

Reports to: Director, Tent France

Based in: Paris metropolitan area

Work setting: 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 and Tent France:

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 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.

Tent France, the national coalition of the Tent Partnership for Refugees, is a network of over 50 of the largest employers in France that are committed to hiring refugees across the country and helping them become job-ready. Operating from our Paris office, we equip businesses with the tools and expertise needed to advance refugee inclusion in the workplace. Find out more at www.tent.org/france.

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 team in France. The Communications & Partnerships Specialist will be responsible for organising and executing a range of in-person and virtual Tent France events, researching and pitching speaking opportunities in France, and supporting all communication activities, including media engagement, producing traditional and social media content, and writing talking points. This role will also gain a deep understanding of the diverse refugee hiring and mentoring needs of existing member companies, build strategic connections between these companies and refugee-facing organisations, and actively drive the hands-on execution of refugee mentorship programs. They will also play an important role in recruiting new companies to join Tent France.

Key responsibilities:

Communications, Marketing & Events

- Collaborate closely with the Director of Communications, Europe and Country Director to shape and execute Tent's communications plan in France
- Organize and facilitate a range of in-person and virtual Tent events, including company calls, workshops, job fairs, hiring events, conferences, etc.
- Research, vet, pitch, and tee-up external speaking opportunities for the Country Director (and, when relevant, Tent's executive leadership), providing them with end-to-end support including

liaising with event organizers, drafting speaking points and all other lead-up prep, promoting them externally, etc.

- Copy-edit, localize, proofread, and at times translate, written content such as reports, press releases, social media copy, and marketing materials in France
- Encourage and work with companies in France to communicate their Tent-related refugee efforts in traditional media, on social media, and across events
- Proactively identify press opportunities for press engagement in France to raise awareness of Tent France, as well as manage any in-bound media inquiries
- Support execution of all communications activities tied to larger campaigns and launches, including media materials, press relations, social media, and member company coordination
- Help develop pitch decks, two-pagers, and other materials helpful to advance Tent's work required by the Country Director
- Develop social content related to France for Tent's brand and leadership channels
- Monitor news relevant for Tent's mission and keep track of important political developments related to refugee situation in France

Partnerships & Relationship Management

- Take on relationship management of select existing Tent France member companies to steward their refugee mentoring efforts and deepen their engagement with Tent
- Create materials for company calls, coordinate follow-up and related communications
- Assist with expanding Tent's NGO and other implementing partners' network in France, including government agencies/departments and municipalities
- Help develop and conduct trainings for companies on a range of topics related to refugee hiring, mentoring and inclusion
- Support in adapting Tent resources and materials for the French landscape that provide guidance to companies on refugee hiring
- Provide operational support to the Mentorship Programs Team, 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 mentoring programs with Tent member companies
- Track progress of mentorship programs, oversee and manage collection of key information and data from coalition members, and ensure Tent internal database is up-to-date

What we are looking for:

Tent Culture:

*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 communications, corporate social responsibility, DEI, and/or partnerships), marketing/communication agencies, and/or international organizations
- Complete fluency in both English and French
- Excellent written communication skills, producing clear and professional content for diverse audiences
- Confident public speaking 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
- Incredible planning, prioritization and organizational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Knowledge of policy issues affecting migrants and refugees in France
- Willingness and ability to travel within and outside France occasionally

Preferred Skills / Experience:

- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams is helpful
- Proficiency with MS Word, MS Excel, Google Workspace, Sharepoint, and/or Zoom is a plus
- Familiarity with customer relationship management tools (e.g., Salesforce, HubSpot) 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.