

Job title: Manager, Hiring Enablement, Poland

Reports to: Director, Tent Poland

Based in: Warsaw 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:

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.

In Poland, Tent's activities focus on connecting employers with candidates and facilitating access to the labour market for individuals who face additional barriers, such as language gaps, cultural differences, or challenges related to the recognition of qualifications. A key element of Tent's work is organising recruitment events—both in-person and online—where candidates can meet employers directly, take part in interviews, and learn about available job opportunities. Tent also delivers information sessions and workshops that help participants better understand the recruitment process in Poland, prepare their CVs, and improve their chances of securing employment. Find out more at www.tent.org/poland.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with expertise in talent acquisition, partnership building, and project management to join our expanding team. The Hiring Enablement Manager will work closely with new and existing member companies of Tent Poland to help them hire refugees & migrants. This individual will gain a deep understanding of the diverse refugee & migrant hiring needs of dozens of major companies, build strategic connections between these companies, and actively drive the hands-on execution of refugee hiring projects. This role will be responsible for identifying, researching and recruiting companies and engaging them in Tent's initiatives in Poland: in-person hiring events, job fairs, virtual info sessions, professional training, as well as the refugee mentorship program. In-depth knowledge of the Polish labour market, migration situation, and inclusive hiring and onboarding techniques is highly desirable.

Key responsibilities:

Partnerships & Relationship Management

- Take on relationship management of select existing Tent Poland 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 Poland coalition by pitching new companies in Poland to join Tent
- Encourage and work with companies in Poland to communicate their Tent-related refugee efforts in social media

Refugee Hiring & Mentorship Programs

- Identify, pitch and engage actively recruiting employers open to hiring refugees & migrants across the country
- Advise companies on how to overcome challenges in their refugee & migrant 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 Polish landscape that provide guidance to companies on refugee hiring
- Engage companies in the mentorship program for Ukrainian refugee women, execute mentor trainings and moderate; provide operational support for Tent's mentorship initiatives
- Directly engage with refugees through in-person events to assist them with securing employment in Poland
- Track progress of Tent Poland 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

Events & External Materials

- Organize and facilitate a range of in-person and virtual Tent events, including company calls, workshops, job fairs, hiring events, etc.
- Occasionally research, vet, and prep external speaking opportunities for the Country Director
- Help develop and localize pitch decks, two-pagers, and other external-facing 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 Poland
- Support social media content for Poland, including LinkedIn posts and campaigns

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
- Minimum of 5 years of experience working with multinational companies in Poland, in talent acquisition, recruiting, or human resources
- Complete fluency in Polish and English mandatory
- 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
- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and DEI teams
- Willingness and ability to travel within and outside Poland occasionally

Preferred Skills / Experience

- Fluency in other European languages of relevance highly desirable (in particular Ukrainian and Russian; also other Tent Europe languages: Dutch, French, German, Spanish, and/or Swedish)
- Knowledge of policy issues affecting refugees and migrants in the Poland 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
- Previous experience with communications activities, such as development of external materials and social media content, is helpful

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.