Student position International Secretariat

Deadline:
19-11-2026

Job Category:
Administration

Position Type:
Deltid

Be part of a dynamic and fast-paced International Secretariat - while gaining knowledge of the Danish Red Cross' international humanitarian work.

Are you interested in international humanitarian work as well as management support and strategic organisational processes? Do you bring experience from an organisation with international engagements? Do you have strong organisational and communication skills? And do you have experience with coordinating meetings and events in a fast-paced, ever-changing environment? Then you might be our new student assistant in the International Secretariat at the Danish Red Cross Headquarters in Copenhagen.

The Danish Red Cross' International Department supports and cooperates with national societies in countries in Africa, the Middle East, Europe, and Asia. As a student assistant in the International Secretariat, you will be part of a dynamic and fast-paced team in the International Department. The primary function of the International Secretariat is to support the International Director and Management Group in lifting strategic and key cross-cutting areas for the benefit of the International Department as well as the Danish Red Cross as a whole. It provides the best possible support to the International Director and Management Group and ensures a well-functioning governance structure and smooth day-to-day running of the International Department.

As a student assistant in the International Secretariat, you will primarily assist and report to the Senior Executive Secretary and the Management Advisor. At the same time, you will join a team of 11 student assistants in the International Department (3 in the International Secretariat) providing support across 5 units in the International Department, when needed, i.e. Global Partnerships, Operations, Humanitarian Policy & Analysis, Technical Quality & Impact, and Disaster & Crisis Response. This position thus offers you the opportunity to gain extensive experience in various areas of responsibility across the International Department.

Your assignments

The assignments that the student assistant will be responsible for in the International Secretariat are wide-ranging and will for instance include:

- Assisting the International Secretariat with various tasks relating to the planning, implementation, and follow-up on strategic organisational processes in the International Department
- Assisting with internal communication, including maintaining the International Department's intranet in English, proofreading documents and drafting PowerPoint presentations in English and Danish, and ensuring the layout of various types of documents
- Assisting with the planning and coordination of high-level meetings and large-scale events in the International Department, including the technical set-up (Teams), meeting files, PowerPoint presentations, minutes, practicalities, and follow-up
- Assisting with research and analysis for different target groups
- Assisting with the daily maintenance of the International Department's office space and contributing to a nice working environment.

Your profile

- You work independently and proactively, but you are also an active team player. You are always ready to chip in and help with any task that is needed – from the mundane to the novel – that working in a dynamic and fast-paced International Secretariat requires.
- You have excellent communication skills in English and Danish (written and verbal), preferably with a proven record of communication to various target groups. You are also familiar with Teams platforms and other digital communication tools – and you are ready

to dive into new communication tools if needed.

- You can give concrete examples of your organizational skills and experience, perhaps in relation to meetings/events, and preferably from other student jobs or voluntary work where your contributions made a real difference.
- As you will work in an ever-changing environment that demands high accuracy, you must be well-structured, thorough, reliable, punctual, and flexible.
- With a curious mindset and a drive for new challenges, you also proactively suggest improvements both within and beyond your own responsibilities.
- Preferably, you have knowledge of international development and humanitarian work and possibly also (volunteer) experience from an NGO.
- We expect you to be enrolled at university, doing an academic degree in e.g. social or political science, development studies or similar, preferably having completed your 4th semester and with at least one year of studies remaining.

We offer

You will get the chance to gain first-hand experience of what it is like to work in the International Secretariat that supports the International Director and International Management Group. You will learn about the Danish Red Cross' international humanitarian work, have highly varied areas of responsibility and receive ongoing supervision and support by your colleagues in the International Secretariat, who value a good and positive team culture while we move at a fast pace.

At the same time, you will get the opportunity to apply what you have learned during your academic program in a challenging, yet meaningful setting. Finally, you will be part of a community of students who collaborate, share knowledge and support one another whenever needed.

The student assistant position in the International Secretariat is vacant from medio January 2027. The weekly hours are 15, and the payment is according to the collective bargaining agreement with HK and AC.

How to apply

Please send your CV and a motivational letter (both in English) by 19 November. Please note that only applications forwarded via the link on the Danish Red Cross web site will be taken into account. The interviews are expected to take place on 24 and 25 November.

If you wish to know more about the position, you are welcome to contact Senior Executive Secretary, Maibritt Damgaard Nielsen at manie@rodekors.dk .