

# Student Assistant - Eurasia Regional Office

## Copenhagen

**Are you a proactive and dedicated student looking to make a difference in the world? The Danish Red Cross invites you to become an essential part of our mission by taking on the role of Student Assistant.**

With a legacy of over 20 years in Eurasia, we are committed to creating lasting impact and fostering partner organisations' growth and autonomy.

Danish Red Cross has had a steadfast presence in Eurasia, spanning across Europe and Asia, with active engagements in Afghanistan, Bangladesh, Myanmar, Nepal and Ukraine. With a dynamic team of approximately 90 staff members in the region, we emphasize the empowerment of partner organisations to build sustainable operational capacity and bring about meaningful change. Your role as a Student Assistant will play an integrated role in supporting our small but effective Eurasia Regional Office team based in Copenhagen. By joining our team, you will actively contribute to our effectiveness and humanitarian efforts.

### **The main tasks include**

- **Coordination Excellence:** Work closely with the management team to organise and arrange Regional Management Meetings, ensuring the smooth execution of these crucial gatherings
- **Event Planning:** Take the lead in arranging practical aspects of the meetings, such as program logistics, venue coordination, and teambuilding events to foster strong working relationships
- **Meeting Master:** Take minutes and keep time at important meetings as well as subsequent report writing as required
- **Meeting follow-Up:** Take charge of evaluating and following up on Regional Meeting outcomes and action points, keeping relevant parties informed and aligned
- **Supporting Country Managers:** Assist Country Managers with various tasks, from financial matters to linking with support services, enhancing the effectiveness of their roles
- **Collaboration Bridge:** Facilitate seamless coordination between Country Offices, Regional Office and HQ by managing the annual leave calendar and coordinating staff arrivals and departures
- **Operational Support:** Manage practicalities related to the Eurasia Regional Office, including arranging meetings, purchasing office supplies, and organizing office events
- **Networking and Follow-Up:** Coordinate visits and meetings with colleagues during RO visits, ensuring follow-up on key themes and suggestions from discussions

### **Your profile**

- You are currently studying a relevant Bachelor or Masters education (or commencing in August 2025)
- You work well independently and in teams
- You are resourceful, organized and have an eye for detail
- You are proactive and flexible when necessary
- You have a keen interest in development and humanitarian work
- You are a proficient user of MS Office and can quickly learn new digital platforms
- You have excellent communication skills in Danish and English (fluent /bilingual)

### **We Offer**

- An opportunity to be part of the worlds largest humanitarian network
- Hands-on experience in project coordination
- Exposure to diverse cultural and professional environments
- 15 hours of work per week in our office in Copenhagen (Currently at Titangade 13 but in 2026 will move to Blegdamsvej 27)

### **How to apply**

Submit your CV and cover letter as soon as possible and no later than 8 June via [rodekors.dk/job](https://rodekors.dk/job). Interviews are expected to take place after 23 June.

If you have questions, please reach out to: Johnny Hesselholt at [johes@rodekors.dk](mailto:johes@rodekors.dk).

If you're passionate about making a tangible impact and gaining practical experience in the

humanitarian sector, this is your chance. Join us as a Student Assistant and contribute to creating lasting change in Eurasia.