

Student position at the Red Cross Humanitarian Innovative Finance Hub (HIFHUB)

Deadline:
11-10-2026

Contact Person:
Anne-Sofie Munk

Job Category:
Administration

Position Type:
Deltid

No finance background required

Are you interested in gaining experience in international humanitarian work? Can you support strategy, administrative, and communication work at all levels? Then our team, developing innovative finance and partnerships in the humanitarian sector, needs you!
If you are...

- A strong coordinator and multi-tasker, able to support the organization of a globally distributed team;
- An effective planner interested in connecting with and experiencing the planning and innovation behind the humanitarian efforts of the Red Cross Red Crescent Movement;
- Interested in learning about and disseminating knowledge about innovative financing models and change-management in the humanitarian sector;
- Self-motivated and resourceful and able to collate and present information on a range of innovation topics –

...then you may well be the candidate we are looking for!

We launched the Humanitarian Innovative Finance Hub (HIFHUB) in January 2023 and have grown and developed over the past years. Our mission is to develop and support innovative finance in the Red Cross Red Crescent Movement. This means finding new and sustainable ways to support the international and growing humanitarian efforts of the Red Cross Red Crescent Movement.

Our team is relatively small and tightknit but also international. You need not have experience in the financial sector to join the team. However, you should have a keen interest in the humanitarian sector and a desire to learn more about how financing in the Red Cross Red Crescent Movement and broader humanitarian sector is developing.

You will primarily carry out administrative work but will have the opportunity to engage with other aspects of work at the HIFHUB.

Your workplace will be at the Danish Red Cross HQ in Copenhagen where you will work closely with the International Department; a dynamic environment with a diverse group of colleagues including multiple other student assistants and a bustling social atmosphere.

Your tasks

You will carry out a combination of planned and ad hoc tasks including:

- Planning and carrying out weekly HIFHUB meetings including agenda planning, technical set-up, note taking, and relevant follow-up.
- Plan, implement, and follow-up on HIFHUB assignments, incl. ensuring documentation of processes and communication.
- Assisting the HIFHUB director and other HIFHUB team members in administrative and planning tasks.
- Researching and analyzing ad hoc topics in support of the hub's work, such research on emerging trends and innovative financing models and partnerships.
- Assisting with data and information management, including structuring and maintaining internal trackers, spreadsheets, databases, and project information.
- Other ad hoc tasks as required.

Your profile

- You work well independently and in a team.
- You are resourceful, have an eye for detail, are proactive, and flexible when necessary.
- You have an interest in development and humanitarian work.

- You are organized and have a flair for communication (digital and face-to-face).
- You are a proficient user of MS Office and can quickly learn new digital platforms.
- You have excellent communication skills in English (ideally native/bilingual proficiency)
- You have knowledge of the international political and humanitarian system and are keen to learn more about the humanitarian sector and innovative finance.
- You are enrolled at university, pursuing a relevant academic degree (bachelors or masters) in e.g. social or political science, business, development studies, communications, or similar, preferably having completed your 4th semester.
- You can work in-person in Copenhagen and hold, or are eligible to hold, a Danish Bank Account.
- You have at least one year left of your studies.

We offer

In this position you will gain first-hand experience of what it is like to work in an international humanitarian organization. You will learn about the Red Cross Red Crescent Movement and our work globally and will get real-world experience working in humanitarian finance. Furthermore, you will receive ongoing supervision and support by your colleagues in the HIFHUB. You will be an important part of the team and be treated as such. This position allows you to apply in practice the skills you have from your studies in a fast-paced and inspiring setting.

Timeline

We would like you to start on the 11th January 2027, and be working with us 15 hours a week. Salary and employment terms follow the collective bargaining agreement between the Danish Red Cross and HK/AC.

How to apply

Submit your CV and cover letter as soon as possible no later than October 11th 2026.

We aim to carry out interviews on October 28th in the office in Copenhagen.

For more information on the HIFHUB, please visit: hifhub.org

If you have questions, please reach out to: Rebecca Schmieder, resch@rodekors.dk
(available to answer questions on Monday and Tuesday)