

# Student Assistant in Learning Lab - Learning and technical support

**Deadline:**

08-11-2026

**Contact person:**

Annette Smedemark  
Christensen

**Place of Work:**

Copenhagen

Are you interested in digital learning, technology and community engagement, and would you like to work in an organisation dedicated to development and humanitarian aid? Then Learning Lab at DanChurchAid could be the perfect place for you.

You will be part of an innovative and dynamic team of 10 colleagues all working towards creating and promoting impactful learning experiences in the communities we serve. We collaborate with units and country offices internally in DCA, but also with many other organisations around the world. Learning Lab also facilitates the global Fabo Learning Community, a membership-based community with 30 member organisations. Our digital learning platform provides easy access to learning technology for organisations, big and small.

## Key responsibilities in Learning Lab:

- Fabo technical support:** Manage the Fabo support mailbox, answering questions and resolving requests from users and site editors of our learning platform (fabo.org), such as access and permissions, course settings, completion tracking and media issues.
- Learning site development and quality assurance:** Assist with building and editing learning sites on fabo.org, including working with platform features and carry out quality checks on sites before and after launch.
- Training and onboarding:** Help prepare and facilitate onboarding and training sessions for new Fabo members, site editors and administrators, including setting up test sites and participant communication.
- Fabo community support:** Research community building and member engagement, develop ideas for engagement activities, and help prepare and run community events.
- Support to the Technology Lead:** Provide general support to Learning Lab's Technology Lead, including documentation, user research and platform improvement tasks.
- Administrative support:** Provide occasional administrative support to Learning Lab's Operations Manager.
- Ad hoc tasks:** Help team members with on-the-spot tasks such as creating presentations and updating documents. Other assignments may depend on the skills you bring to the team.

## We expect that:

- You still have a couple of years left of your studies within the humanities, IT, social sciences or another relevant career path
- You are interested in digital learning, capacity development, organisational development, etc.
- You have a high level of digital literacy and like learning to use new software
- You have an analytical, problem-solving approach and communicate in a service-minded way
- You are a proficient user of Microsoft Office (incl. Excel)
- You are a fast and ambitious learner and have a good sense for details
- You can work independently but you also work well in a team
- High proficiency in oral and written English
- Advantage: Proficiency in Arabic, French, Danish or Spanish
- Advantage: Experience with digital graphic design or motion graphics

## We offer:

- A great work environment with fun and skilled colleagues
- An opportunity to work with learning in NGOs and be part of a team where no two days

are the same

- A focus on your personal learning journey as an important component of your employment
- A job in Vesterbro in DanChurchAid's headquarters, Meldahlsgade 3, 1613 Copenhagen V, Denmark
- 15 hours per week incl. lunch break (continuous contract as long as you are studying).

### **Contact and Application**

Please apply through our recruitment platform Emplify no later than November 8, 2026.

The application must consist of a motivational letter and a CV. It is only applications following these guidelines that will be considered. Interviews are expected to take place during the 2 weeks after the application deadline.

For more information regarding this position, please contact Operations and Project Manager, Annette Christensen, [support@dca.dk](mailto:support@dca.dk). For more information about Fabo Learning Lab, please visit our website at: [fabo.org](http://fabo.org)

### **Preferred start date is January 4, 2027.**

We encourage all interested candidates, irrespective of age, gender, race, religion, or ethnic affiliation to apply for the position. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.