

BI & Data Student Assistant

Deadline:
15-06-2025

Contact person:
Malene Vindahl Petersen

Place of Work:
Copenhagen

Do you enjoy using your analytics skills to turn data into insights? Would you like to gain hands-on experience with BI, data, and analytics while contributing to a meaningful cause? Join us in one of Denmark's largest humanitarian NGOs and help make a difference for people in need around the world.

As our new student assistant, you'll become a valued part of our journey towards becoming a more data-driven organisation. Working closely with experienced colleagues in the Data & Reporting team, you'll help design and deliver Power BI dashboards and data solutions that support both daily operations and strategic decisions – across departments in Denmark and internationally.

We're a friendly and curious team that values collaboration, knowledge sharing, and a good laugh. You'll be joining a broader IT & Digital Development department with skilled professionals in data, critical business systems, and IT operations – so there's always someone to learn from.

What You'll Be Doing (With Our Support Along the Way):

- **Develop and deliver Power BI dashboards and reports** that turn data into actionable insights for teams across the organization.
- **Maintain and enhance existing BI solutions** including updating semantic models, creating DAX measures, and helping manage Power BI Service tasks like access, workspaces, apps, and publishing reports
- **Support data quality and clarity** by validating figures, tracing issues, and documenting reports and models
- **Collaborate with colleagues and stakeholders** to clarify reporting needs, solve problems, and contribute ideas to improve our data products and processes.

What You Bring (Or Are Motivated to Learn):

- **A structured and analytical mindset with an eye for details**, especially when solving problems or making sense of numbers that don't quite add up
- An interest in **data storytelling** – explaining not just what the data shows, but why it matters
- Curiosity about **how data flows from source to report**, and a desire to understand the full picture of a data solution
- You're someone **who takes responsibility** for your tasks and **enjoys collaboration with stakeholders and being part of a team**
- Experience with **Power BI and semantic models** is a bonus – but what really matters is your curiosity, willingness to learn, and ability to work with structured data and understand how changes in data setup can impact what's shown in reports.

Don't worry if you don't meet every single point – if you're eager to learn and bring relevant or transferable skills from studies, projects, or other experiences, we'd still love to hear from you.

What we offer

At DCA, we are committed to providing a supportive and rewarding work environment that enables you to thrive while making a meaningful difference.

- **Meaningful work in a collaborative, inclusive environment** – where your ideas are valued and your curiosity is encouraged
- You'll have plenty of opportunities to **learn and grow** your skills in Power BI, data modeling, and beyond – with support and mentoring from experienced colleagues across BI, tech, and business. The responsibilities and technical depth of the role can be adapted to **match your interests and competencies**.
- A structured approach to teamwork using **scrum-based planning**, giving you insight into modern agile workflows
- **Central location** at our Headquarters: Meldahlsgade 3, 1613 Copenhagen K
- **Work-week of 12-15 hours with flexibility** in balancing work with your studies –including understanding during exam periods
- Salary based on DCA's collective agreement: **Hourly rate of 149.30DKK**

How to apply

We'd love to hear from you! Please submit your CV and cover letter by **June 15th at midnight** via

our website.

If you have any questions about the position, feel free to reach out to:

- Malene Vindahl Petersen, Data Development Specialist at MAPET@dca.dk

(Please note: due to vacation, emails will be answered between June 10th and 13th.)

Recruitment process

- First Interviews: June 19th 2025
- (Potential) Second Interviews: June 23rd 2025
- Start date: Preferably between July 21st and August 1st (possibility of increased weekly hours at the start of employment)

We encourage you to apply

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. 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.

Who we are

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, Building resilient societies, Combating extreme inequality and Creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.