

JOB OPPORTUNITY: Student Assistant in communications and events at Asia House Denmark

Are you a wiz at social media with a flair for marketing? Are you experienced with WordPress? Do you have a good sense of design, an eye for photography and experience with design software? Do you have a talent for writing in both English and Danish? If you also have an international outlook, especially an interest in Asia, then you might just be perfectly suited as Asia House's next Student Assistant.

Asia House is a non-political, non-profit organization engaged in promoting relations between the Danish business community and Asian countries, collaborating with diplomatic, academic, professional, and cultural institutions both in and outside of Denmark. Asia House's historic building is also the home of EventSpace Asia House, our event planning portal for renting rooms and spaces for conferences and events.

As a student assistant at Asia House, you will work 8 fixed hours a week in the office, though with the possibility of working extra hours on occasion. You will be of general assistance to the team, working closely with the Events & Communications Manager on a day-to-day basis on a wide range of tasks including:

- Updating and servicing our WordPress websites: Asia House, EventSpace Asia House, and EAC;
- Preparing and sending our monthly newsletter;
- Contact database management;
- Collaborating on event- and SoMe campaigns, incl. graphic design of promotional materials;
- Supporting communication strategies, incl. creating style guides, communication plans, adds etc.
- Working at events when necessary;
- Assisting with administrative and ad hoc assignments.

You are:

- An excellent communicator with a flair for writing in both English and Danish.
- Able to grasp and apply the organisation's corporate culture and language.
- Creative, hands-on, enjoy brainstorming processes and seeing ideas materialise.
- Proficient in InDesign or similar software, and you have a good eye for design.
- Skilled in IT: preferably experienced in WordPress (or similar) and with a solid understanding of and facility for office IT and audio-visual equipment.
- Interested in SoMe (planning, strategy, paid ads)
- Efficient and organized – you have a handle on your responsibilities and are able to prioritise.
- Self-driven – you are good at finding tasks for yourself that contribute to Asia House's vision and goals.
- A team-player – you are flexible, work well with others and contribute to a positive atmosphere.
- Interested in Asia and/or have an international outlook; you may be studying an Asian language at a Danish university.

If this sounds like you, please submit your motivated application and résumé by email to ah@asia-house.dk no later than Monday 13 June 2022. Interviews are planned for week 25, and the successful candidate will start the first week of August. Additional hours, related to training and handover from the previous student Assistant, is to be expected the first two weeks.

For additional information about the position, contact Events & Communications Manager, Simone von Burgwald, at svb@asia-house.dk.

