

# INTERNSHIP PROPOSAL

## Association of the Local Democracy Agencies (ALDA) – Vicenza, Italy Department/Division: Resource and Development Unit

The Association of Local Democracy Agencies (ALDA) is a non-governmental organisation dedicated to the promotion of good governance and citizen participation at the local level. In the framework of promoting good governance and citizen participation at the local level ALDA focuses on various themes, such as European integration, decentralisation, civic initiatives and volunteering, human rights and sustainable economic development. ALDA focuses especially on activities facilitating cooperation between local authorities and civil society. ALDA was established in 1999 at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support a network of Local Democracy Agencies (LDAs) established in the early 1990s. There are currently 13 Local Democracy Agencies, and ALDA is working to open LDAs also in Ukraine, Tunisia and Azerbaijan. ALDA is a membership based organisation gathering more than 160 members (including local authorities, associations of local authorities, and OINGs) from over 35 countries. ALDA is funded through membership fees and project funding from the European Commission, the Council of Europe, and other public and private donors.

### **Position title: Project Developer Assistant**

**Position purpose:** The Association of Local Democracy Agencies (ALDA) is offering six-month internship position for its office in Vicenza, Italy. The intern will work under the supervision of ALDA's Resource and Development Unit Coordinator, who is also the tutor responsible for the internship.

### **Duties and responsibilities:**

- Fundraising: research for grant opportunities, periodical checks of call for proposals and tenders, update the donors' database;
- Projects development: partnership building activities, projects drafting, preparation of the application package;
- Administrative and office tasks: activities related to the preparation and the submission – but also the implementation and the reporting – of European projects.

The tasks will be defined according to the experience of the trainee, and can be changed and further “develop” during the internship.

### **Professional competencies:**

- Languages: English; French and/or Italian is an asset
- Previous experience in project development is an asset
- Knowledge of computer tools
- Ability to work in a team as well as individually
- Good interpersonal and communication skills
- High motivation and strong interest for international decentralized cooperation

**Key competencies/Language skills:** French - Upper intermediate (Preferred), English - Advanced (Required)

**Key competencies/Computer skills:** Word processing - Proficient user

**Key competencies/Other:** Adaptability/Flexibility, Teamwork, Responsibility, Professionalism, Interpersonal Skills

**Working language/s:** English, French, Italian

**Earliest start date:** 01/10/2015

**Latest start date:** 15/10/2016

**Duration:** 6 months

### **How to apply**

Please send CV, cover letter by 15/09/2015 at the latest via INTLAG.