

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Project implementation 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. ALDA focuses on various themes, such as European integration, decentralisation, civic initiatives and volunteering, human rights and sustainable economic development. The main focus is 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.

Position title: Project manager assistant

Position purpose: We offer two six-month internship positions for its office in Strasbourg, France, in the role of project manager assistant. The interns will have to support and work under the supervision of ALDA's Head of Programme Implementation and the Programme Manager. The Communication Department takes care of all the external communication of ALDA: institutional communication, dissemination and communication related to specific projects and initiatives. For more information see our website: www.alda-europe.eu.

Duties and responsibilities:

- Contributing to projects management: implementation and logistical support
- Support to administrative tasks related to the Office's needs
- Writing articles for ALDA's website and reports for internal use
- Participating in meetings for ALDA
- Participation in drafting project proposals, writing interim and final reports for on-going projects
- Translations in French and English and other possible languages

Professional competencies:

- Excellent knowledge of French. Solid knowledge of English. Knowledge of a third European language is an asset
- Ability to work in a small team as well as a demonstrated autonomy and initiative;
- Capacity for synthesis, analysis and writing
- Previous experience or training in project management or communication is an asset;
- Interest in issues of local democracy and participatory and active citizenship
- Strong motivation for European cooperation
- Proficient use of processing tools such as the Office package (Word, Power Point, Excel required)

Key competencies/Language skills: English - Advanced (Required)

Key competencies/Computer skills: Word processing - Independent user, Presentation - Independent user, Web Browsing and Communication - Independent user

Key competencies/Other: Interpersonal Skills, Professionalism, Initiative, Reliability, Teamwork, Adaptability/Flexibility, Planning & Organizing, Monitoring Work

How to apply: Please send cv, cover letter by **30.1.2015 at the latest (via INTLAG)**

City/Country: Strasbourg, France

Application deadline: 30.1.2015

Earliest start date: 2.3.2015

Latest start date: 31.3.2015

Duration: 6 months

Financial contribution: 0 EUR/month

Contribution in kind: none

Working language/s: English, French, Italian

