

# **INTERNSHIP PROPOSAL**

## **Association of the Local Democracy Agencies (ALDA)**

### **Department/Division: Directorate**

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.

**Position title: Assistant to the Director's office**

**Position purpose:** 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](http://www.alda-europe.eu).

**Duties and responsibilities:**

- Organisation of missions and meetings for staff and stakeholders (including arranging travel and accommodation, managing agendas, liaising with internal and external stakeholders)
- Researching on assigned topics and drafting summaries, presentations, speeches;
- Writing and translating texts (in English, Italian, French)
- Representing the organization during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders

**Field/s of study:** Humanities (broad programmes), Political science and civics, Journalism and information (others), Business and administration (broad programmes), Foreign languages, Secretarial and office work, Earth science

**Professional competencies:**

- Secondary school or university diploma
- Flexibility and capacity to work under pressure, respecting tight deadlines
- Quick learner
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Proficient use of Office Suite, internet, email, social networks;
- Driving license (B)

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

**Key competencies/Computer skills:** Word processing - Proficient user, Presentation - Proficient user, Spreadsheets - Proficient user, Databases - Independent user

**Key competencies/Other:** Professionalism, Responsibility, Communication, Adaptability/Flexibility, Problem Solving & Decision Making, Scheduling & Coordinating, Results Orientation

**How to apply:** Please send cv, cover letter **by 7.1.2015 at the latest. (via INTLAG)**

**City/Country:** Vicenza Italy

**Earliest start date:** 9.2.2015

**Latest start date:** 27.2.2015

**Duration:** 6 months

**Financial contribution:** 0 EUR/month

**Contribution in kind:** none

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