

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Communication department

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, and ALDA is working to open LDAs also in Ukraine, Tunisia and Azerbaijan. ALDA is a membership based organisation gathering more than 160 members from over 35 countries.

Position title: Communication assistant

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.

Duties and responsibilities:

- Writing, editing and translating texts for several outputs (website, publications etc.)
- Managing social media accounts and websites
- Support to media relations (writing and disseminating press releases, manage the media contact database)
- Support to communications with the members of the organisation
- Representing ALDA during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders

Professional competencies:

- University degree in communications, journalism or similar
- Flexibility, eagerness to learn quickly
- Ability to work under pressure respecting tight deadlines
- Communication skills, especially in multicultural, complex environments
- Proficient use of MS Office, internet, email, social networks, web and graphic tools
- Previous experience in international organisations and/or managing similar tasks highly advantageous.

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

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

Key competencies/Other: Communication, Basic Competencies in Science & Technology, Interpersonal Skills, Teamwork, Adaptability/Flexibility, Intercultural perception.

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/s: English, French, Italian