

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Project 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. 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: Project development 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:

- 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

Professional competencies:

- University degree (master)
- 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: English - Advanced (Required), French - Upper intermediate (Preferred), Italian - Upper intermediate (Preferred)

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

Key competencies/Other: Interpersonal Skills, Integrity, Professionalism, Reliability, Initiative, Responsibility, Communication, Teamwork, Adaptability/Flexibility, Creative Thinking, Intercultural perception, Problem Solving & Decision Making

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

City/Country: Vicenza Italy

Earliest start date: 2.2.2015

Latest start date: 27.2.2015

Duration: 6 months

Financial contribution: 0 EUR/month

Contribution in kind: none

Working language/s: English, French, Italian