

INTERNSHIP PROPOSAL
Association of the Local Democracy Agencies (ALDA)
Department/Division: Policy office department, Brussels/Belgium

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 manager assistant (2 positions)

Position purpose: The policy office of ALDA in Brussels aims at liaising and networking with the relevant stakeholders that gravitate in the EU sphere, to keep public relations and to attend meetings and events relevant for ALDA. ALDA is an NGO dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It 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, which was established in the early 1990es. ALDA is now one of the largest NGOs in the field of cooperation between local authorities and non-state actors engaged in promotion of local democracy and active citizenship. For more information see our website: <http://www.aldaeurope.eu>. The intern will be expected to support the policy office in its daily activity.

Duties and responsibilities:

- Monitoring and reporting of events and information on European policies in relation to ALDA's activity in the Balkans and the European Neighborhood countries, in particular South Caucasus and Belarus
- Writing articles for ALDA's website and reports for internal use
- Participation in drafting strategy papers and meetings for ALDA
- Participation in drafting project proposals, writing interim and final reports
- Logistic support: assisting in organizing meeting in Brussels, and travels of colleagues
- Monitoring and reporting events in Brussels

Professional competencies:

- Master student with background in International Relations, International or European decentralized Cooperation or Political Science
- Ability to work in a small team and strong motivation for European cooperation
- Capacity for synthesis, analysis and writing
- Interest in issues of local democracy and participatory and active citizenship
- Ability to work in French and English. Fluency in French strongly desired

Key competencies/Language skills: English - Advanced, Russian - Intermediate (Preferred)

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

Key competencies/Other: Interpersonal Skills, Professionalism, Communication, Networking, Critical & Analytical Thinking, Adaptability/Flexibility

How to apply: Please send CV, cover letter by **31.3.2015 at the latest (via INTLAG)**

City/Country: Brussels, Belgium

Earliest start date: 15.5.2015

Latest start date: 30.5.2015

Financial contribution: 0 EUR/month

Contribution in kind: none

Working language/s: English, French, Italian

Duration: 6 months