

**INTERNSHIP PROPOSAL**  
**Association of the Local Democracy Agencies (ALDA) – Brussels, Belgium**  
**Department/Division: Project management**

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. In the framework of promoting 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. ALDA focuses 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 (including local authorities, associations of local authorities, and OINGs) from over 35 countries. ALDA is funded through membership fees and project funding from the European Commission, the Council of Europe, and other public and private donors.

**Position title: Project Manager Assistant**

**Position purpose:** The European Association for Local Democracy (ALDA) is offering a six-month internship (unpaid) position in its office in Brussels. The intern will work in close cooperation and under the supervision of a Project Manager based in Brussels.

**Duties and responsibilities:**

- Contributing to project's management, implementation and logistical support;
- Support to administrative tasks related to the Office's needs;
- Participating in meetings for ALDA & Writing news items for ALDA's website and reports for internal use;
- Participation in drafting position & policy papers, interim and final reports for on-going projects;
- Translations in French and English and other possible languages

**Professional competencies:**

- Detail-oriented & organized
- Open-minded, willing to learn new things and get involved in a very active European NGO
- Ability to work in a small team as well as a demonstrated autonomy and initiative;
- Capacity for synthesis, analysis and writing;
- Excellent command of English (native speaker level or almost preferably), very good knowledge of French. Professional skills of a 3<sup>rd</sup> language (German, Russian, Arabic) language is as asset;
- Previous experience/training in project management is an asset;
- Interest in EU affairs, especially for local democracy, development and active citizenship;
- Proficient use of processing tools such as the Office package (Word, Power Point, Excel required);

**Assets:** We regularly send or bring our trainees to activities related to currently implementing projects in Europe. So along the training in project management, our trainees may have the opportunity to travel and gain international experience in multinational contexts.

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

**Key competencies/Computer skills:** Word processing - Proficient user

**Key competencies/Other:** Interpersonal Skills; Responsibility; Adaptability/Flexibility; Initiative; Professionalism; Teamwork

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

**Earliest start date:** 07/01/2016

**Latest start date:** 15/01/2016

**Duration:** 6 months

**How to apply**

Please send CV, cover letter by 10/11/2015 at the latest via INTLAG.