

INTERSHIP PROPOSAL
Association of the Local Democracy Agencies (ALDA)
Department/Division: Communication, Vicenza, Italy

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: Communications support

Position purpose: The Association of Local Democracy Agencies (ALDA) is offering a six-month internship position for its office in Vicenza, Italy. The incumbent will work closely with ALDA's Communication Officer.

Duties and responsibilities:

- Writing, editing and translating texts for several outputs (website, publications, newsletter)
- Managing social media accounts and websites
- Support to media relations, including writing and disseminating press releases, statements, and increasing 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
- Supporting other communication and day-to-day activities in the office

Professional competencies:

- University degree in communications, journalism or similar
- Ability to work under pressure respecting tight deadlines
- Communication skills, especially in multicultural, complex environments
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Previous experience in international organisations and/or managing similar tasks highly advantageous.

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

Key competencies/Computer skills: Word processing - Proficient user

How to apply: Please send CV, cover letter by **06/06/2016 at the latest** (via INTLAG).

City/Country: Vicenza, Italy

Earliest start date: 01/08/2016

Latest start date: 01/09/2016

Financial contribution: 0 EUR/month

Application deadline: 06/06/2016

Duration: 6 months

This internship can be covered by ERASMUS+ scholarship. The timeframe (dates and length) can be also negotiated.