

INTERSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Resource and Development Unit, 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: Project Development Assistant

Position purpose: The Association of Local Democracy Agencies (ALDA) is offering six-month internship position for its office in Vicenza, Italy. The intern will work under the supervision of ALDA's Resource and Development Unit Coordinator, who is also the tutor responsible for the internship.

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. The tasks will be defined according to the experience of the trainee, and can be changed and further “develop” during the internship.

Professional competencies:

- Languages: English; French and/or Italian is an asset
- 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)

Key competencies/Computer skills: Word processing - Proficient user

How to apply: Please send CV, cover letter by **11/7/2016 at the latest** (via INTLAG).

City/Country: Vicenza, Italy

Earliest start date: 01/09/2016

Latest start date: 01/10/2016

Financial contribution: 0 EUR/month

Application deadline: 11/07/2016

Duration: 6 months

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

