

INTERSHIP PROPOSAL
Association of the Local Democracy Agencies (ALDA)
Department/Division: Project Implementation, 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

Position purpose: 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

Field/s of study: Political science and civics, Earth science

Level of study: master

Professional competencies:

- Detail-oriented & organized and Open-minded, willing to learn new things and get involved in a very active European NGO and 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 3rd 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);

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

Key competencies/Computer skills: Word processing - Proficient user

How to apply: Please send CV, cover letter by **10/11/2016 at the latest** (via INTLAG).

City/Country: Brussels, Belgium

Duration: 6 months

Earliest start date: 01/01/2017

Working language/s: English, French, Italian

Latest start date: 16/01/2017

Financial contribution: 0 EUR/month

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