

Association of the Local Democracy Agencies (ALDA)

Department/Division: Communication department

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: Communication assistant

Position purpose: The Communication Department takes care of all the external communication of ALDA: institutional communication, dissemination and communication related to specific projects and initiatives. ALDA is a non-governmental organisation 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 1990s. 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: www.alda-europe.eu.

This department is also in charge for the relations with the ALDA's members. The intern is expected to support the communication officer in the daily tasks of the Department.

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

Qualifications

Field/s of study:

- Humanities (broad programmes)
- Foreign languages
- Journalism and reporting
- Journalism and information (others)
- Political science and civics
- Sociology and cultural studies
- Management and administration

Level of study: master

Professional competencies: - University degree in communications, journalism or similar

- Flexibility, eagerness to learn quickly
- Ability to work under pressure respecting tight deadlines
- Communication skills, especially in multicultural, complex environments
- Excellent knowledge of English (both written and spoken) is required, as well as very good knowledge of French and/or Italian; any other languages are an asset
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Proficient use of Office Suite, internet, email, social networks. Web and graphic tools knowledge are an asset
- Previous experience in international organisations and/or managing similar tasks highly advantageous.

Key competencies/Language skills:

- English - Advanced (Required)
- Italian - Upper intermediate (Preferred)
- French - Upper intermediate (Preferred)

Key competencies/Computer skills:

- Spreadsheets - Independent user
- Word processing - Proficient user
- Databases - Independent user
- Presentation - Independent user
- Web Browsing and Communication - Proficient user
- Web Editing - Independent user

Key competencies/Other:

- Communication
- Basic Competencies in Science & Technology
- Interpersonal Skills
- Teamwork
- Adaptability/Flexibility
- Intercultural perception

How to apply

Please send cv, cover letter by 30.9.2014 at the latest.

Facts

Economic sector: Activities of membership organizations

Size: staff 1 to 20

Working language/s: English, French, Italian

Type of work placement: Internship

City/Country: Vicenza Italy

Earliest start date: 15.10.2014

Latest start date: 27.11.2014

Duration: 6 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- none

Application

Required application documents: cv, cover letter

Application deadline: 30.9.2014