Association of the Local Democracy Agencies (ALDA)
Department/Division: Project Development Unit

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 development assistant

Position purpose: The project development unit aims at developing projects proposals for getting funds (EU or other donors) in order to support the mission of ALDA. ALDA is an NGO dedicated to the promotion of good governance and citizen participation at 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. The intern is expected to support and assist the project development unit in this daily tasks.

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.

Qualifications

Field/s of study:
- Political science and civics
- Humanities (broad programmes)
- Earth science

Level of study: master

Professional competencies: - University degree\\
- 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)
- Italian - Upper intermediate (Preferred)

Key competencies/Computer skills:
- Word processing - Proficient user
- Presentation - Independent user
- Spreadsheets - Proficient user
- Web Browsing and Communication - Proficient user

Key competencies/Other:
- Interpersonal Skills
- Integrity
- Professionalism
- Reliability
- Initiative
- Responsibility
- Communication
- Teamwork
- Adaptability/Flexibility
- Creative Thinking
- Intercultural perception
- Problem Solving & Decision Making

How to apply

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

Facts	Application
Economic sector: Activities of membership organizations	**Required application documents:** cv, cover letter

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

Size: staff 1 to 20

Working language/s: English, French, Italian

Type of work placement: Internship

City/Country: Vicenza Italy

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