

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Communication department, Vicenza/Italy

The Association of Local Democracy Agencies (ALDA) is a non-governmental organization 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, decentralization, 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.

Position title: Communication assistant

Duties and responsibilities:

- Writing, editing and translating texts for several outputs (website, publications, and 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 organization, 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

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 organizations 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, Word processing, Databases, Presentation, Web Browsing and Communication -, Web Editing

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 **25.7.2014** at the latest.

Working language/s: English, French, Italian

City/Country: Vicenza Italy

Earliest start date: 25.8.2014

Latest start date: 1.9.2014

Duration: 6 months (negotiable)