

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Directorate, 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: Assistant to the Director's office

Duties and responsibilities:

- Assistance to the Director's Office
- Organization of missions and meetings for staff and stakeholders (including arranging travel and accommodation, managing agendas, liaising with internal and external stakeholders)
- Researching on assigned topics and drafting summaries, presentations, speeches
- Writing and translating texts (in English, Italian, French)
- Representing the organization during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders
- Supporting day-to-day activities in the office

Professional competencies:

- Flexibility and capacity to work under pressure, respecting tight deadlines
- Quick learner, Communication skills, especially in multicultural, complex environments
- Excellent knowledge of English and Italian and a very good knowledge of French are required; any other languages represent an asset
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Proficient use of Office Suite, internet, email, social networks
- Driving license B
- Previous experience in international organizations and/or managing similar tasks highly advantageous.

Key competencies/Language skills:

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

Key competencies/Computer skills:

- Word processing, Presentation, Spreadsheets, Databases

Key competencies/Other:

- Professionalism, Responsibility, Communication, Adaptability/Flexibility, Problem Solving & Decision Making, Scheduling & Coordinating, Results Orientation

How to apply: Please send CV, cover letter by **31.7.2014** at the latest.

City/Country: Vicenza Italy

Earliest start date: 25.8.2014

Latest start date: 5.9.2014

Duration: 6 months (negotiable)

Working language/s: English, French, Italian