



Job opportunity

Communications officer, Vicenza (Italy)

Where and when: 1 year starting asap – ALDA office in Vicenza (Italy)

ALDA – The European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities facilitating cooperation between local authorities and civil society.

It was established in 1999 at the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are self-sustainable, locally registered NGOs acting as promoters of good governance and local self-government. Today, ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society.

For more information, please see our website: www.alda-europe.eu

Main tasks and responsibilities:

The Communication Officer will report to the Head of Communications. S/he will be in charge of:

- Writing, editing, and translating texts for several outputs (website, publications, newsletter, etc.)
- Managing web and social media content
- Supporting media relations, including writing and disseminating press releases, statements, and increasing the media contact database
- Supporting communications with the members of the organization
- Production of publications, branded items, and other outputs, by coordinating suppliers
- Representing ALDA during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders
- Liaising and negotiating with suppliers, partners, project managers
- Supporting all requested communication and day-to-day activities in the office
- Supporting *ad hoc* needs, based on the work of a fast-paced, flexible organization
- Be proactive and share ideas on communication strategies targeting each audience: community engagement, local authorities, civil society organisations, private donors and projects.
- Promoting, developing and implementing campaigns, marketing actions and fundraising activities addressed to different targets and stakeholders

Skills needed:

- Highly motivated, result-driven person
- Flexibility, eagerness to learn quickly
- Ability to work under pressure respecting tight deadlines
- Communication skills, especially in multicultural, complex environments
- Ability to work in team and autonomously, with a pleasant and respectful behavior
- Creativity, initiative, respect for hierarchy are equally needed
- Availability to travel – potentially frequent local, national and international missions

Education, languages and tools:

- University degree in communications, journalism or similar
- 3 years of work experience in a relevant position
- Excellent knowledge of English (both written and spoken) is required, as well as very good knowledge of French and Italian; any other languages are an asset
- Interest in the activity of ALDA
- Proficient use of Office Suite, internet, email, social networks.
- Basic knowledge of photo and video-editing tools such as Photoshop, Canva or iMovie is an asset.
- Previous experience in international organizations highly advantageous.

How does it look like to work in ALDA?

The incumbent will be part of a hard-working, motivated, fast-paced international team. In constant interaction with colleagues, as well as a wide network of members and partners, s/he will pursue the mission of the Association until results are met.

ALDA offers unique learning and growing opportunities, as well as a human and flexible working approach; it requires the same flexibility, together with willingness to learn and to achieve goals.

Suggestions and ideas from all staff are welcome, while a sound understanding and respect for the context is needed. The ability to interact in a professional and constructive way with all internal and external stakeholders is a *conditio sine qua non*.

How to apply:

Interested candidates in line with the profile described above should send their motivation letter and CV in English (including 3 names and contacts of professional references) by **8th March 2019 (23.59 CET Time)** to job@aldaintranet.org with subject line – **Communication officer application**

Please note that due to high number of applications, only shortlisted candidates will be contacted.

Thank you for your understanding!