



## **Internship opportunity at ALDA Project Developer Assistant**

**Duration of the Internship:** To be agreed - Preferably 6 months

**Location:** The Project Development Unit is based in Vicenza (Italy) – Location of the internship to be agreed

The European Association for Local Democracy (ALDA) offers an internship in the field of Project Development. The incumbent will work under the supervision of ALDA's Resource and Development Unit Coordinator, who is also the tutor responsible for the internship.

### **Main tasks 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.

The tasks will be defined according to the experience of the trainee, and can be changed and further “developed” during the internship.

### **Knowledge, skills and abilities:**

- University degree
- Languages: English, knowledge of French and/or Italian and/or Russian 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 (flexibility)
- Good interpersonal and communication skills
- Motivation to work in the topics of local democracy, active citizenship

To apply, please send your motivation letter and CV in English to: [internships-alda@aldaintranet.org](mailto:internships-alda@aldaintranet.org)

ALDA can host only interns holding a scholarship in its offices (e.g. funded from the EU, universities, regions, foundations, etc.); please note that according to the availability for each position, only shortlisted candidates will be contacted. The pre-selected candidates will be contacted for an interview in the following weeks.

### **About ALDA**

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, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

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### **A former intern said about her experience:**

*“I like it. I learnt a lot and think that I even did some nice work in this field here. I appreciate very much cooperation, consultations, guidance, but also space left for my ideas, creative process and independent work”.*

Kateřina Procházková, Palacký University, Olomouc, Czech Republic