



Internship opportunity at ALDA for French speaking students Assistant Project Manager

Duration of the Internship: To be agreed - Preferably 2 months
Location: Strasbourg, France

The European Association for Local Democracy (ALDA) offers an internship in its headquarters located in the Council of Europe (Strasbourg, France). The intern will work under the supervision of ALDA's Head of Programme Implementation and the Coordinator for the Mediterranean Region. We encourage applications under the Erasmus Placement grant for non-French University related applicants or any similar grant as it is an unpaid position

Main Tasks and Responsibilities:

- Contributing to project management, implementation and logistical support;
- Support to administrative tasks related to the Office's needs;
- Writing articles for ALDA's website and reports for internal use;
- Participating in meetings for ALDA;
- Participation in drafting project proposals, writing interim and final reports for on-going projects;
- Translations into French and English and other possible languages;

Knowledge, skills and abilities:

- Master student with background in International Relations, International or European decentralized Cooperation or Political Science;
- Excellent knowledge of French and English. Knowledge of Arabic is an asset;
- Ability to work in a small team as well as a demonstrated autonomy and initiative;
- Capacity for synthesis, analysis and writing;
- Previous experience or training in project management or communication is an asset;
- Interest in issues of local democracy and participatory and active citizenship;
- Strong motivation for European cooperation;
- Proficient use of processing tools such as the Office package (Word, Power Point, Excel required);

Assets: We regularly send or bring our trainees to activities related to currently implementing projects all over Europe and North Africa. So along the training in project management, our trainees have the opportunity to travel and meet new persons in international contexts.

To apply, please send your motivation letter and CV in English or French to: internships-alda@intranet.org

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

A former intern said about her experience:

"My traineeship experience in ALDA was very positive, both expanding and benefiting my educational background. The traineeship combined practical and educational skills. It helped me in understanding how an NGO works, how important local authorities are and the complex Mediterranean neighbourhood that Europe has in North Africa. The traineeship also gave me the opportunity to meet an awesome multicultural staff, always professional and devoted to its work. I would definitely recommend ALDA to other students".

Teresa Armengol De La Hoz, Facultad de Derecho - Universidad De Granada (Spain) / Internship run through Université Catholique de Louvain, Louvain-la-Neuve (Belgium).