



## **Internship opportunity at ALDA Communications support**

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

**Location:** The Communication Department 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 Communication. The incumbent will work closely with ALDA's Communication Head and Communication Officer to the implementation of the organisation of the communication strategy.

### **Main tasks and responsibilities:**

- Writing, editing and translating texts for several outputs (website, publications, 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 organisation
- 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
- Supporting to fundraising activities

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

- Interest in communication activities within an NGO (a university degree in communications, journalism, or development is an asset)
- 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; knowledge of French and/or Italian are desirable; 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 organisations and/or managing similar tasks highly advantageous.

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 really appreciate that I had the opportunity to do the internship with ALDA because it brings you a lot of new experiences, allows you to improve and deepen your skills, offers you a space for your creativity and ideas while working in a friendly environment where you are not just an intern, you are actually part of the team. Six-months internship is the best period to find out how the organization works, to be able to work independently and to actually benefit from the experience".*

Zuzana Oravcová, Palacký University, Olomouc, Czech Republic