

Internship opportunity in ALDA for Francophone students

Role: Project Manager Assistant

Number of Vacancies: 1

Duration of the internship: 3 to 6 months starting mid-January 2016

Location: Strasbourg, France (ALDA headquarters at the Council of Europe)

The European Association for Local Democracy (ALDA) is offering an internship position for its office in Strasbourg, France. The intern will work under the supervision of ALDA's Head of Programme Implementation and the Programme Manager for the MENA region.

We encourage applications under the **Erasmus Placement grant for non-French University related applicants or any similar grant.**

ALDA is a non-governmental organization 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 that 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 see our website: <http://www.alda-europe.eu/>

Main Tasks and Responsibilities:

- Contributing to projects management, implementation and logistical support;
- Research and analysis work;
- 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;
- Interest and knowledge of the political and social context in North Africa;
- Excellent knowledge of French and English. Knowledge of a third European language is an asset;

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- 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);

We regularly send or bring our interns to activities related to currently implementing projects all over Europe. Along the internship in project management, our trainees have the opportunity to travel and meet new people in international contexts.

To apply, please send your motivation letter and CV in French or English to: annelaure.joedicke@aldaintranet.org

The pre - selected candidates will be contacted for an interview in the following weeks. Please note that, due to the high number of candidatures, ALDA is not in the position to give personal feedback to all the candidates. Only pre-selected candidates will be informed.

For more information about the internship, please contact:

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