



**Association of Local Democracy Agency
Office in Vicenza**
Traineeship in the area of
Projects Development

The traineeship in the Project Development area takes place in the Vicenza office of ALDA and normally lasts a minimum period of 6 months (periods shorter than 6 months may be considered case by case).

The trainee will work under the supervision of the Resource and Development Unit Coordinator of ALDA and will have for tutor the Project Development Officer.

The main “areas” where the trainee shall be involved are the following:

- fundraising: research for grant opportunities, periodical checks of Call for proposals and tenders...
- project development: partnership building activities, projects drafting, preparation of the application package...

The traineeship also includes administrative and office tasks, mainly related to the preparation and the submission – but also the implementation and the reporting – of the European projects developed by ALDA.

The tasks will be defined according to the experience of the trainee but can be reconsidered and further develop during the traineeship.

Requirements;

- University degree or in progress;
- Languages: English (good level, mandatory); French and /or Italian are an asset;
- Previous experience in research, project development/management is desired but not mandatory;
- Knowledge of computer tools;
- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;
- High motivation and strong interest for international decentralized cooperation.

Next traineeship period available:

April/May 2011 – October 2011

For traineeship in the field of “project development” of the Association of Local Democracy Agency contact:

Alexandra Petcu
Project Development Officer
Resource and Development Unit
ALDA: Association of Local Democracy Agencies
Tel.+39 0444 540146
Mail: alexandra.petcu@aldaintranet.org