

The traineeship in the projects development office

takes place in Vicenza 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 the Association of Local Democracy Agencies who is also the tutor responsible for the traineeship.

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

- fundraising: research for grant opportunities, periodical checks of Call for proposals and tenders...
- projects 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 European projects.

The tasks will be defined according to the experience of the trainee and can be changed and further “develop” during the traineeship.

Requirements;

- - university degree
- - languages: English – French is preferable - Italian 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
- - good interpersonal and communication skills
- - high motivation and strong interest for international decentralized cooperation

Next traineeship period available:

September 2010 – March 2011

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

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