



**Association of Local Democracy Agencies  
Traineeship in the area of project development  
Office in Vicenza**

The traineeship within the Project Development unit will take place in Vicenza lasting for a period of 6 months (periods shorter than 6 months may be considered case by case).  
The trainee will work under the supervision of the Project Development Officer of the Association of Local Democracy Agencies who will also be 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...
- Administrative and office tasks, mainly related to the preparation and the submission – but also, if the case, to implementation or reporting – of European projects. Also, administrative tasks will cover the day-to-day work of the Association (e-mails, fax, telephones, communication with partners, etc.)

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

**Requirements:**

- University degree or pending;
- Languages: English (good level) and French (basic level), Balkan languages or Italian are an asset;
- Previous experience in project development, communication, research or others 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 European cooperation.

Next traineeship period available:  
**September 2010 – March 2011**

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

Alexandra Petcu  
Project Development Officer  
ALDA: Association of Local Democracy Agencies  
Tel.+39 0444 540146  
Mail: [alexandra.petcu@aldaintranet.org](mailto:alexandra.petcu@aldaintranet.org)