



Association of Local Democracy Agencies
Internship as Assistant Policy Officer
Brussels Office

The Association of Local Democracy Agencies (ALDA) is an international nongovernmental organization that works actively to promote human rights and local democracy. Founded in 1999 at the initiative of the Council of Europe to coordinate the network of Local Democracy Agencies (LDA) which pre-existed, ALDA is now one of the largest NGOs in the field of cooperation between local authorities and non-state actors engaged in defending human rights, promotion of local democracy and active citizenship.

For more information see our website: <http://www.alda-europe.eu/>

The internship will be held at the premises of the Brussels office for a period of 4 to 5 months from December 2010 to mid-April 2011. The intern will work under the supervision of the Policy Officer of the Association of Local Democracy Agencies.

Mission proposed:

Responsibility to ensure monitoring of events and information on European policies in relation to the activities of ALDA in the Balkans and South Caucasus.

Attending meetings and writing articles to feed the website and reports for internal use.

Representation of the association meetings.

Participation in the drafting of calls for project, interim and final reports.

Translations in French and English.

Assistance in organizing the movement of Policy Officer and local meetings in Brussels.

Qualifications:

Student of Master II with background in international relations, international or European decentralized cooperation, international action associative. Ability to work as a team and autonomously. Capacity for synthesis, analysis and writing.

Interest in issues of local democracy and participatory and active citizenship. Strong motivation for European cooperation.

Ability to work in French and English.

Master Pack Office (Word, Powerpoint, Excel required) and Internet.

Previous experience in communication, monitoring and / or project management is an advantage.

Salary / Benefits:

Unpaid Internship

Documents required:

LM CV in French or in English before November 14th, 2010

Coordinates:

aldabrussels@aldaintranet.org