

## **Internship opportunity at ALDA + SRL BENEFIT CORPORATION**

### **Project Officer and Administrative Assistant**

**Duration of the Internship:** To be agreed - Preferably 6 months

**Location:** ALDA + SRL Headquarter, based in Vicenza (Italy)

ALDA + SRL Benefit Corporation offers an internship in the field of administration, training and technical assistance. The intern will work under the supervision of the Administrator of the Company who is also the tutor responsible for the internship.

ALDA + SRL Benefit Corporation is a company owned by ALDA, the European Association for Local Democracy, which offers different services in the field of EU funds project development and management, financial management, reporting and audit, etc.

The services of the company are mainly the following: trainings and capacity building activities, technical assistance, support to EU and international offices, support to project development and implementation, etc.

### **Main tasks and responsibilities:**

- Administrative and office tasks: activities related to the functioning of the company and of its services;
- Support to the definition, development, organization and delivery of training courses, consultancies and other capacity building activities.
- Fundraising: research for funding opportunities (national and international calls for tenders)
- Support to the development of proposals for tenders: projects development: partnership building activities, methodology drafting, preparation of the application package.

The specific tasks will be defined according to the experience of the trainee and can be changed and further “developed” during the internship.

### **Knowledge, skills and abilities:**

- University degree
- Languages: English and Italian, knowledge of French is an asset
- Previous experience in the field of EU tenders is an asset
- Knowledge of computer tools
- Ability to work in a team as well as individually (flexibility)
- Good interpersonal and communication skills

To apply, please send your motivation letter and CV in English to: [internships-alda@aldaintranet.org](mailto:internships-alda@aldaintranet.org)  
Please, in the Subject of the email write: Applicant for Internship in ALDA +.

ALDA + can host only interns holding a scholarship (e.g. funded from the EU, universities, regions, foundations, etc.); please note that according to the availability for each position, only shortlisted candidates will be contacted. The pre-selected candidates will be contacted for an interview in the following weeks.