

# Project Manager Assistant

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

**Location:** The Project Management Department is based in Brussels – Location to be agreed

The European Association for Local Democracy (ALDA) offers an internship in the field of Project Management. The incumbent will work in close cooperation and under the supervision of a Project Manager. We encourage applications under the Erasmus Placement grant for non-French University related applicants or any similar grant.

## Main Tasks and Responsibilities:

- Contributing to project’s management, implementation and logistical support;
- Support to administrative tasks related to the Office's needs;
- Participating in meetings for ALDA & Writing news items for ALDA’s website and reports for internal use;
- Participation in drafting position & policy papers, interim and final reports for on-going projects;
- Translations in French and English and other possible languages;

## Knowledge, skills and abilities:

- University student with background in International Relations, European Law, Languages, or Political Science in a broader sense;
- Detail-oriented & organized - Open-minded, willing to learn new things and get involved in a very active European NGO
- Ability to work in a small team as well as a demonstrated autonomy and initiative;
- Capacity for synthesis, analysis and writing;
- Excellent command of English (native speaker level or almost preferably), very good knowledge of French (an asset);
- Previous experience/ training in project management is an asset;
- Interest in EU affairs, especially for local democracy, development and active citizenship;
- Proficient use of processing tools such as the Office package (Word, Power Point, Excel required);

**Assets:** We regularly send or bring our trainees to activities related to currently implementing projects in Europe. So along the training in project management, our trainees may have the opportunity to travel and gain international experience in multinational contexts.

### Office in Strasbourg

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aldamoldova@aldaintranet.org

## How to apply

To apply, please fill-in the [online form](#) with all requested information. ALDA can host only interns holding a scholarship in its offices (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.

## About ALDA

ALDA is a non-governmental organisation dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established in 1999 at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support a network of Local Democracy Agencies which was established in the early 1990s. ALDA is now one of the largest NGOs in the field of cooperation between local authorities and non-state actors engaged in promotion of local democracy and active citizenship. For more information, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

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Former interns said about their experience:

*"The international environment of the work, the implementation of an interesting and promising project and the acquisition of different kind of experience and professional qualifications, made my first working experience in ALDA valuable".*

**Artemis Bakagianni, Aristotle University of Thessaloniki (AUTH), Thessaloniki, Greece**

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*"ALDA taught me how to manage diverse international projects funded by the EU so that I may improve my own work in development cooperation projects now".*

**Zuzana Břehová, Palacký University, Olomouc, Czech Republic**

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