



Project officer & Administrative Assistant at ALDA+ Benefit Corporation

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

How to apply



To apply, please fill-in the [online form](#) with all requested information. 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.

About ALDA & 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.

In 2017, ALDA launched ALDA+, the benefit corporation owned by ALDA and dedicated to the provision of trainings, ad hoc consultancies and specialised services in the fields where ALDA has been operating for more than 20 years. Indeed, ALDA+ represents the capitalisation of the experience of ALDA in the field of local democracy, participatory processes and project-cycle management.

For more information, please see our website: www.alda-europe.eu

A former intern said about her experience:

"I like it. I learnt a lot and think that I even did some nice work in this field here. I very much appreciated the cooperation, consultations, guidance, but also space left for my ideas, creative process and independent work".

Kateřina Procházková, Palacký University, Olomouc, Czech Republic