

## Assistant to the Secretary General's Office

**Duration of the Internship:** To be agreed - Preferably 6 months  
**Location:** Vicenza (Italy) or Brussels (Belgium) - Location to be agreed

The European Association for Local Democracy (ALDA) offers an internship within the Secretary General's office. The incumbent will work closely with the Assistant to the Secretary General of ALDA and the Logistics officer.

### Main tasks and responsibilities:

- Assistance to the Secretary General's office;
- Organisation of missions and meetings for staff and stakeholders (including arranging travel and accommodation, managing agendas, liaising with internal and external stakeholders);
- Researching on assigned topics and drafting summaries, presentations, speeches;
- Writing and translating texts (in English, French, Italian);
- Representing the organization during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders;
- Supporting day-to-day activities in the office

### Knowledge, skills and abilities:

- Degree or university student;
- Flexibility and capacity to work under pressure, respecting tight deadlines;
- Quick learner;
- Communication skills, especially in multicultural, complex environments;
- Excellent knowledge of French and English and a good knowledge of Italian are required; any other languages represent an asset (German, Spanish, Dutch);
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation;
- Proficient use of Office Suite, internet, email, social networks;
- Driving license (B);
- Previous experience in international organisations and/or managing similar tasks highly advantageous.

#### Office in Strasbourg

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## 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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A former intern said about his experience:

*"I got the opportunity to have an internship at ALDA just after my graduation. Working in an organization like ALDA, I gained new experiences and connections, which represent a big step for my future career. It is a pleasure that ALDA allowed me to be part of the team and work on big projects. Here I also met the young team of ALDA employees, who taught me worthy professional experience. I will always feel as part of ALDA, so for sure I recommend this organization to all young people out there".*

**Aleksandar Talić, University of Banja Luka, Banja Luka, Bosnia and Herzegovina**

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