

Project Manager Assistant

Environment Focus

Duration of the Internship: To be agreed - Preferably 6 months
Location: The Project Management Department is based in Vicenza

The European Association for Local Democracy (ALDA) offers an internship in the field of **Project Management, with a focus on Environment**. The incumbent will work in close cooperation and under the supervision of a Project Manager towards the implementation of Projects funded by different European Programmes (**DEAR, LIFE, HORIZON 2020, ERASMUS +**) on the topic of climate change adaptation, flood risk mitigation, sustainable agri-food systems, territorial development, and Green Deal policies implementation.

The incumbent will contribute to the implementation of the following projects: **Life Beware** (<https://www.lifebeware.eu/en/>); **Food Wave** (<https://www.foodwave.eu/>) and **Shared Green Deal** (<https://cordis.europa.eu/project/id/101036640>).

We encourage applications under the Erasmus Placement grant for non-French University related applicants or any similar grant.

Main Tasks and Responsibilities:

- Contributing to the project’s management, implementation and logistical support;
- Implementing communication activities, such as content creation for social media and social media planning (Facebook, Instagram, Twitter);
- Drafting of articles on the topic of environment, both in English and Italian;
- Participation in drafting interim and final reports for on-going projects;
- Stakeholders mapping in the area of environment and climate resilience and networking activities with other LIFE Projects;
- Contributing to the organisation of events and webinars in the context of European projects;

Knowledge, skills and abilities:

- University student preferably, but not necessarily, with a background in International Relations, European Law, Languages, or Political Science in a broader sense;
- Excellent command of English and Italian, both written and spoken;
- Open-minded and willing to listen and learn new things and get involved in a very active European NGO;
- Interest in environment and EU affairs, especially for local democracy, development and active citizenship;
- Capacity for synthesis, analysis and writing is an asset;

Office in Strasbourg

Council of Europe 1,
Avenue de l'Europe,
F-67075 Strasbourg – France
Phone: +33 3 90 21 45 93
Fax: +33 3 90 21 55 17
aldastrasbourg@aldaintranet.org

Bureau de Bruxelles

Rue Belliard 20
1040 Bruxelles – Belgium
Phone: +32 2 430 24 08
aldabrusseles@aldaintranet.org

Office in Vicenza

Viale Milano 36
36100 Vicenza – Italy
Phone: +39 04 44 54 01 46
Fax: +39 04 44 23 10 43
aldavicenza@aldaintranet.org

Office in Skopje

Bld. Partizanski Odredi 43B/1 - 5
1000 Skopje – North Macedonia
Phone: +389 2 6091 060
aldaskopje@aldaintranet.org

Office in Chisinau

Str. M. Kogalniceanu 18
MD-2001 Chisinau – Moldova
Phone: +37 368 280 068
aldamoldova@aldaintranet.org

- Previous experience/training in Communication activities is an asset;

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.

The trainee will have the chance to get to know and be in contact with national and European stakeholders on the topic of environment, civil society organisations, local authorities, young activists, NGOs, European Agencies, and other networks.

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

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

"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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