

## JOB OPPORTUNITY

### Events Manager, Vicenza (Italy)

**Where and when: 1 year, full time, starting on July 1st, 2022 – ALDA office in Vicenza (Italy)**

ALDA – European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities facilitating cooperation between local authorities and civil society.

It was established in 1999 at the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are self-sustainable, locally registered NGOs acting as promoters of good governance and local self-government. Today, ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society.

For more information, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

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

The **Events Manager** will directly report to the Secretary General. S/he will be in charge of:

- Organization of missions and meetings for staff and stakeholders in according with the Project Managers and the Office of the Secretary General (including arranging travel and accommodation, managing agendas, liaising with internal and external stakeholders);
- IT network support;
- Supporting day-to-day activities in the office;
- Dealing with the providers for services agreements.

#### **Skills needed:**

- Highly motivated, result-driven person
- Passionate about the IT world

- Flexibility, eagerness to learn quickly
- Respect for hierarchy, positive and collaborative attitude
- Ability to work under pressure respecting tight deadlines
- Communication and negotiation skills, especially in multicultural, complex environments
- Ability to work in team and autonomously, with a pleasant and respectful behaviour
- Accuracy and attention to detail

Education, languages and tools:

- University Degree would be an asset;
- Flexibility and capacity to work under pressure, respecting tight deadlines;
- Quick learner;
- Communication skills, especially in multicultural, complex environments;
- Excellent knowledge of English and a good knowledge of Italian and French 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 is highly advantageous.

### How does it look like to work in ALDA?

The incumbent will be part of a hard-working, motivated, fast-paced international team. In constant interaction with colleagues, as well as a wide network of members and partners, s/he will pursue the mission of the Association until results are met.

ALDA offers unique learning and growing opportunities, as well as a human and flexible working approach; it requires the same flexibility, together with willingness to learn and to achieve goals.



Suggestions and ideas from all staff are welcome, while a sound understanding and respect for the context is needed. The ability to interact in a professional and constructive way with all internal and external stakeholders is a conditio sine qua non.

### **How to apply:**

Interested candidates in line with the profile described above should send their CV and cover letter in English **by June 23rd, 2022** (23.59 CET Time) to [job@aldaintranet.org](mailto:job@aldaintranet.org) with the following subject line: **“Events Manager - application”**.

*Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!*

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