

Project Management assistant – internship

Focus on Gender, Inclusion and Human rights

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

Location: To be agreed (Vicenza, Brussels, Strasbourg, remotely)

The European Association for Local Democracy (ALDA) offers an internship in the field of **Project Management**. The trainee will work in close cooperation and under the supervision of a Project Manager and Coordinator of the Hub on Gender, Inclusion and Human rights. We encourage applications under the Erasmus Placement grant or any similar grant.

Main Tasks and Responsibilities:

- Contributing to the project's management, implementation, advocacy and logistical support;
- Support to administrative tasks related to the Office's needs;
- Implementing communication activities, such as content creation for social media and social media planning (Facebook, Instagram, Twitter, LinkedIn);
- Drafting of articles on the topic of gender, inclusion and human rights, both in English and/or Italian, and/or French;
- Participation in drafting of position & policy papers, interim and final reports for on-going projects;
- Stakeholders mapping in the area of gender, inclusion and human rights;
- Contributing to the organisation of events and webinars in the context of European projects and network;

Knowledge, skills and abilities:

- University student preferably, but not necessarily, with a background in Human rights, Gender Studies, International Relations, European Law, Languages, or Political/Social Science in a broader sense, but with a focus on gender, diversity and human rights studies.
- Excellent command of English plus Italian and/or French, both written and spoken;
- 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;
- Interest in gender, diversity and human rights, especially for local development and active citizenship;
- Capacity for synthesis and analysis;
- Proficient use of processing tools such as the Office package.

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 gender, inclusion, human rights, civil society organizations, 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, adding the phrase “Gender, Inclusion and Human rights Application” in the comments. 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 organization 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