

VACANCY:

Membership Officer

Where and when: Vicenza office, starting from early February 2024

ALDA – The European Association for Local Democracy is 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 at the initiative of the Council of Europe’s Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed in one of the strongest stakeholder in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Main tasks and responsibilities:

The **Membership Officer** reports directly to the Secretary General and the Coordinator of the Secretariat Office. S/he will be in charge of:

- Follow up the administrative tasks as for the members of ALDA for payment, ROP - Request Of Payment, invitation to the General Assembly, providing all the necessary material for the membership, liaising with the Board, procedures of exclusion;
- Liaising with the staff of ALDA and in particular with the communication team for animating the members’ network and creating opportunities of cooperation;
- Liasing with the project activities of ALDA, so to valorize and include the members in the activities of ALDA, together with the project management of the team;

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- Creating opportunities of new membership and assertively working with the project managers for making partners new members of ALDA;
- Cooperate with the advisory board of ALDA, together with the secretariat team, engaging with the thematic hubs of ALDA:
- Follow the Local Democracy Agency's partners payment;

Skills needed:

- Highly motivated, result-driven person
- 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
- Initiative
- Accuracy and attention to detail

Education, languages and tools:

- University degree or equivalent in experience
- 2 years of work experience in a relevant position
- Excellent knowledge of English. Italian or French and any other languages are an asset
- Interest in the activity of ALDA
- Previous experience in international organizations is highly advantageous.

How does it look like to work in ALDA?

The incumbent will be deployed in **Vicenza's office** and she/he will work under the Secretary General supervision and the Coordinator of the Secretariat Office, connected to the

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administrative and communication team. She/he will be part of a hard-working, motivated, fast-paced international team. In constant interaction with colleagues, as well as with the 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*.

Terms of contract

The contract will be for a period of **12 months Full Time**, and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start on early February 2024. Location: **Vicenza office**.

Starting salary: Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA’s staff regulation:

Level	Annual Gross Salary (RAL)
Level 4	20.000 – 26.500 €

Application procedure

Interested applicants should fill in the following [template](#), with a Letter of Intent and Curriculum Vitae (CV) in English.

Applications must be received **on or before 31st December 2023**. Interviews will take place the following weeks and might be followed by a written test.

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

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