

## VACANCY: Executive Assistant – Internship

Where and when: ALDA office in Vicenza, starting from mid April 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](http://www.alda-europe.eu)

### Terms of reference

ALDA, is searching for an **Executive Assistant - internship** for its Secretariat Department.

He/she will work under the supervision of the Event Manager, by undertaking the main following duties:

- Missions organization for ALDA Staff and participation at meetings;
- Organization of the Bureau, Governing Board, General Assembly;
- Preparation of documents;
- Taking minutes and debriefing;
- Contacts with Governing Board members and with the rest of the team;
- Contacts with financial department and project managers.
- support in the organisation of missions for the staff on ALDA

### Candidate qualifications

Applicants should meet the following requirements:

- University student or graduated;
- Languages: excellent verbal and written skills in Italian and English (C1); knowledge of any other language (especially French) is welcome;
- Soft skills, relevant for the position, will also be assessed:
  - Ability to work in a team as well as individually.
  - Good interpersonal and communication skills
  - Precision
  - Problem solver attitude

#### Office in Strasbourg

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# alda\*



European Association  
for Local Democracy

- High motivation and strong interest for ALDA activities.

## Terms of contract

The internship contract will be issued for a period of 6 months, starting around **mid April 2024**.

Scholarship: 500 € + public transport pass (if resident out of the municipal territory)

Location: Vicenza (Italy)

## 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 5<sup>th</sup> of April 2024**. Interviews will take place the following days.

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

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