



VACANCY: Executive Assistant – Internship

Where and when: ALDA office in Vicenza, starting from February 2025.

ALDA - The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. In particular, ALDA 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 into one of the strongest stakeholders 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

Terms of reference

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

The candidate will work under the supervision of the Event Manager, by undertaking the main following duties:

- o Missions organisation for ALDA Staff and participation at meetings;
- o Support in the management of Vicenza office;
- o Organisation of the Bureau, Governing Board, General Assembly;
- o Preparation of documents;
- o Taking minutes and debriefing;
- o Contacts with Governing Board members and with the rest of the team;
- o Contacts with the Financial Dept. and Project Managers.
- o 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:

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- o Ability to work in a team as well as individually.
- o Good interpersonal and communication skills
- o Precision
- o Problem solver attitude
- High motivation and strong interest in ALDA activities.

Terms of contract

The internship contract will be issued for a period of 6 months, starting in February **2025**.

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 27th of January 2025**. 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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