

VACANCY: Project Designer 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 **Project Designer Assistant - internship** for the Programmes and Development Department.

The candidate will work under the supervision of the Project Designer, by undertaking the main following tasks:

- o Monitoring funding opportunities at national, regional, and local levels, as well as Interreg programs with a focus on Italy and LIFE program.
- o Support to the designing, drafting, and submission of project proposals for ALDA, ALDA+, and ALDA Italia.

Candidate qualifications

Applicants should meet the following requirements:

- University student or graduated;
- Languages: excellent written and spoken skills in Italian and English
- Soft skills, relevant for the position, will also be assessed:
 - 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.

Office in Strasbourg

Council of Europe 1,
Av. de l'Europe
F-67075 Strasbourg, France
+33 3 90 21 45 93
+33 3 90 21 55 17
aldastrasbourg@aldaintranet.org
alda@aldaintranet.org

Office in Brussels

26 rue de la Loi,
Mercator Building
4th Floor - Salon For European
Civic Organisations
Brussels 1040, Belgium
+32 (0)2 430 24 08
aldabrussels@aldaintranet.org

Office in Vicenza

Viale Milano 36
36100 Vicenza, Italy
+39 04 44 54 01 46
+39 04 44 23 10 43
aldavicenza@aldaintranet.org

Office in Skopje

Bld. Partizanski Odredi
43B/1-5
Skopje, 1000
North Macedonia
+389 (0) 2 6091 060
aldabalkans@aldaintranet.org

Office in Chisinau

40, Serghei Lazo street
5 Floor, office no.3, Chişinău
Republic of Moldova
aldamoldova@aldaintranet.org

Office in Tunis

Rue Brahim Jaffel,
Imm. Azaiez
2 floor, Apt 4 El Menzah 4,
Tunis 1082, Tunisia
aldatunisia@aldaintranet.org



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!

Office in Strasbourg

Council of Europe 1,
Av. de l'Europe
F-67075 Strasbourg, France
+33 3 90 21 45 93
+33 3 90 21 55 17
aldastrasbourg@aldaintranet.org
alda@aldaintranet.org

Office in Brussels

26 rue de la Loi,
Mercator Building
4th Floor - Salon for European
Civic Organisations
Brussels 1040, Belgium
+32 (0)2 430 24 08
aldabrussels@aldaintranet.org

Office in Vicenza

Viale Milano 36
36100 Vicenza, Italy
+39 04 44 54 01 46
+39 04 44 23 10 43
aldavicenza@aldaintranet.org

Office in Skopje

Bld. Partizanski Odredi
43B/1-5
Skopje, 1000
North Macedonia
+389 (0) 2 6091 060
aldabalkans@aldaintranet.org

Office in Chisinau

40, Serghei Lazo street
5 floor, office no.3, Chişinău
Republic of Moldova
aldamoldova@aldaintranet.org

Office in Tunis

Rue Brahim Jaffel,
Imm. Azaiez
2 floor, Apt 4 El Menzah 4,
Tunis 1082, Tunisia
aldatunisia@aldaintranet.org

