

The traineeship in the **External Relation area** takes place in Vicenza and normally lasts a minimum period of 6 months (periods shorter than 6 months may be considered case by case).

The trainee will work under the supervision of the External Relation Coordinator of the Association of Local Democracy Agencies who is also the tutor responsible for the traineeship. The main “areas” where the trainee is involved are the following:

Assistance to the External Relation Coordinator at the ALDA headquarter in Vicenza, working under distance supervision (through email, phone and internet). The trainee will be involved in the following areas:

- Broadening ALDA International network (following the membership fees, public relations with members and potential members, promotion of members’ net using a specific software: “file maker”, to manage a complex system of relations with priority and alert system
- Strengthening and broadening of International partnership of Local Democracy Agencies
- Drafting ENPI projects
- Drafting projects together with members
- Drafting documents and researches

Requirements; - - university degree - - languages: English – French is preferable - Italian is an asset - knowledge of computer tools - - ability to work in a team as well as individually - - good interpersonal and communication skills - - high motivation and strong interest for international decentralized cooperation

Next traineeship period available:

September July – February 2010

Selection: mid July

Please send cv and motivation letter by **5th July** to :

Stefania Toriello

External relations and non EU fundraiser

ALDA: Association of Local Democracy Agencies

Mob. +39 347 350 9887 stefania.toriello@aldaintranet.org

Skype stefanimatoriello <http://alda-europe.eu>