



HELLENIC REPUBLIC
MINISTRY OF EDUCATION AND
RELIGIOUS AFFAIRS, CULTURE
AND SPORTS



Πρόγραμμα
δια βίου
μάθησης

STATE SCHOLARSHIPS FOUNDATION
(I.K.Y.)
DIRECTORATE FOR SPECIAL
PROGRAMMES
AND INTERNATIONAL
SCHOLARSHIPS
UNIT FOR EUROPEAN UNION
PROGRAMMES

ERASMUS Placement Offer Form

EMPLOYER INFORMATION

| | |
|--|--|
| Name of Organization | FAIR TRADE HELLAS |
| Address | VEIKOU 2, ACROPOLIS |
| Postal Code | 11742 |
| City | ATHENS |
| Country | GREECE |
| Telephone | +30 2103614070 |
| Fax | +30 2103614070 |
| e-mail | projects@fairtrade.gr |
| Website | www.fairtrade.gr |
| Number of Employees | 2 |
| Year of Foundation | 2004 |
| Contact Person | MRS. IRINI KARETA |
| Department/Function | Project Manager & Volunteers' Coordinator |
| Direct Telephone Number | +30 2103614070 |
| Direct Mobile | +30 6945961496 |
| Direct e-mail address | volunteers@fairtrade.gr |
| Short Description of the Company (Please attach profile of your company, max 1 page) | <p>Fair Trade Hellas is a non profit, non governmental organization founded in June 2004 with the aim to promote the fair trade movement and ethical consuming in Greece. Moving to this direction, on the 16th of March 2006 Fair Trade Hellas opened the first non-profit fair trade world-shop in Greece, in the very center of Athens.</p> <p>Fair Trade Hellas, through its 2 employees and several volunteers, promotes educational activities and awareness campaigns about alternative and fair economy and supports responsible consumerism. Since the beginning it was involved in several programs in the field of mobility (EVS & LEONARDO), Education (GRUNDTVIG & EUROPE AND HELLENIC AID) and raising awareness by joining international campaigns.</p> |
| Other | <p>Fair Trade Hellas targets its activities to the following stakeholders:</p> <ul style="list-style-type: none">- Young people in Greece interested in participating, volunteerism and mobility projects.- The Greek society, to which it offers an alternative to the standard economy and a point of reference for fair trade and responsible consumerism.- Small producers in developing countries with the aim to fight against global poverty. |

| PLACEMENT INFORMATION | |
|--|---|
| Number of positions offered for student placement | 1 |
| In the Department/Function (where the position is offered) | Organization |
| Description of activities the student will be involved in | <i>Fair trade promotion & awareness, European projects' management, development education, non-formal learning.</i> Roughly those are the fields where Fair Trade Hellas is working on therefore an intern would take up administrative tasks in the organization related to the management of European projects, support the non-profit worldshop in the Acropolis area & get acquainted with the fair-trade products coming from the developing South. Furthermore, he/she would take up the task of managing & updating the social media platforms of Fair Trade Hellas as long as the communication with foreign organizations in Europe for our projects. Our next projects have to do a lot with the promotion of development cooperation through the mainstream media and in the frame of that we will conduct several trainings with students of journalism & journalists. Finally, we are active in the field of development education. We run non-formal education, experiential activities related to ethical consuming & fair trade in schools mostly with teenagers. |
| Duration | 3-6 months |
| Working Hours/Weekly Hours | 40 hrs /week |
| City | ATHENS |
| Help with finding Accommodation | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Financial Contribution | <input type="checkbox"/> Yes € <input checked="" type="checkbox"/> No |
| Other | |
| REQUIREMENTS | |
| Study Field | <i>(Please choose a field/s from Table A: pages 3, 4, 5 & 6 of this form)</i> |
| Oral and Written Language Skills | <input type="checkbox"/> Greek (level:) <input checked="" type="checkbox"/> English (level: C1) <input type="checkbox"/> French (level:) |

| | |
|-----------------|---|
| | <input type="checkbox"/> German (level:) <input checked="" type="checkbox"/> Other (level: B1) |
| Computer Skills | Use of Microsoft Office programs (Word, Excel, PowerPoint) & Internet |
| Drivers license | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Other | Italian desirable but not at all compulsory |

Should you have any questions, please do not hesitate to contact us
(E-mail: elinamav@iky.gr, tel. 210-3726388)

Place _____ ATHENS _____ Date _____ 11/02/2013 _____

Signature EIRINI KARETA _____

Please return this form by e-mail to the Hellenic LLP National Agency/IKY: elinamav@iky.gr

Table A - Fields of Education & Training

| X | Description |
|---|---|
| | General Programmes |
| | Basic/broad, general programmes |
| | Basic/broad, general programmes |
| | Literacy and numeracy |
| | Literacy and numeracy |
| X | Personal skills |
| | Personal skills |
| | Education |
| | Teacher training and education science |
| | Teacher training and education science (broad programmes) |
| | Teaching and training |
| | Education science |
| | Training for pre-school teachers |
| | Training for teachers at basic levels |
| | Training for teachers with subject specialisation |
| | Training for teachers of vocational subjects |
| | Teacher training and education science (others) |
| | Humanities and Arts |
| | Arts |
| | Arts (broad programmes) |
| | Fine arts |
| | Music and performing arts |
| X | Audio-visual techniques and media production |
| | Design |
| | Craft skills |
| | Arts (others) |

| | |
|----------|---|
| | Humanities |
| | Humanities (broad programmes) |
| | Religion |
| X | Foreign languages |
| | Mother tongue |
| | History and archaeology |
| | Philosophy and ethics |
| | Humanities (others) |
| X | Social sciences, Business and Law |
| | Social and behavioural science |
| | Social and behavioural science (broad programmes) |
| | Psychology |
| | Sociology and cultural studies |
| | Political science and civics |
| | Economics |
| | Social and behavioural science (others) |
| | Journalism and information |
| | Journalism and reporting |
| X | Library, information, archive |
| | Journalism and information (others) |
| | Business and administration |
| | Business and administration (broad programmes) |
| X | Wholesale and retail sales |
| | Marketing and advertising |
| | Finance, banking, insurance |
| | Accounting and taxation |
| | Management and administration |
| X | Secretarial and office work |
| | Working life |
| | Business and administration (others) |
| | Law |
| | Law |
| | Science, Mathematics and Computing |
| | Life science |
| | Biology and biochemistry |
| | Environmental science |
| | Life science (others) |
| | Physical science |
| | Physical science (broad programmes) |
| | Physics |
| | Chemistry |
| | Earth science |
| | Physical science (others) |
| | Mathematics and statistics |
| | Mathematics |
| | Statistics |
| | Mathematics (others) |
| | Computing |
| | Computer science |
| X | Computer use |
| | Computing (others) |

| | |
|----------|---|
| | Engineering, Manufacturing and Construction |
| | Engineering and engineering trades |
| | Engineering and engineering trades (broad programmes) |
| | Mechanics and metal work |
| | Electricity and energy |
| | Electronics and automation |
| | Chemical and process |
| | Motor vehicles, ships and aircraft |
| | Engineering and engineering trades (others) |
| | Manufacturing and processing |
| | Manufacturing and processing (broad programmes) |
| | Food processing |
| | Textiles, clothes, footwear, leather |
| | Materials (wood, paper, plastic, glass) |
| | Mining and extraction |
| | Manufacturing and processing (other) |
| | Architecture and building |
| | Architecture and town planning |
| | Building and civil engineering |
| | Architecture and building (others) |
| | Agriculture and Veterinary |
| | Agriculture, forestry and fishery |
| | Agriculture, forestry and fishery (broad programmes) |
| | Crop and livestock production |
| | Horticulture |
| | Forestry |
| | Fisheries |
| X | Agriculture, forestry and fishery (others) |
| | Veterinary |
| | Veterinary |
| | Health and Welfare |
| | Health |
| | Health (broad programmes) |
| | Medicine |
| | Nursing and caring |
| | Dental studies |
| | Medical diagnostic and treatment technology |
| | Therapy and rehabilitation |
| | Pharmacy |
| | Health (others) |
| | Social services |
| | Child care and youth services |
| | Social work and counselling |
| | Social services (others) |
| | Services |
| | Personal services |
| | Personal services (broad programmes) |
| | Hotel, restaurant and catering |
| | Travel, tourism and leisure |
| | Sports |

| | |
|----------|---|
| | Domestic services |
| | Hair and beauty services |
| | Personal services (others) |
| | Transport services |
| | Transport services |
| | Environmental protection |
| X | Environmental protection (broad programmes) |
| | Environmental protection technology |
| | Natural environments and wildlife |
| | Community sanitation services |
| | Environmental protection (others) |
| | Security services |
| | Security services (broad programmes) |
| | Protection of persons and property |
| | Occupational health and safety |
| | Military and defence |
| | Security services (others) |
| | Other (please list) |
| | |