



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.</p> <p>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)