

The **Hellenic Culture Centre** [www.hcc.edu.gr](http://www.hcc.edu.gr) , founded in 1995, is one of the first non formal education institutions that offered Greek as a foreign/second language courses. It has an expertise in Language Teacher Training programmes. The aims of the institution are to promote language learning and language teaching and to contribute to adult education and intercultural education methodology. Has been involved in different national and EU projects on intercultural education, teacher training, cultural exchanges, e-learning.

The Hellenic Culture Centre offers three positions for Erasmus students:

**1. Marketing coordinator**

To coordinate and implement a Marketing programme for new students recruitment, especially through the Internet, to work on the website, to upload materials and create newsletters, to translate texts into her/ his mother tongue

**2. EU funding assistant**

To assist in developing proposals for EU funded projects under the Life Long Learning Programme, and to assist in implement projects that are on the way (monitor printing and production of materials, monitor on time implementation of events, monitor on time delivery of products/ deliverables, monitor expenses according to budget), to evaluate proposals and provide feedback.

**3. Cultural Officer**

To develop a cultural programme in Athens complementary to the language programme, to develop training materials for cultural presentations (in English), to accompany students to cultural visits in Athens. To welcome students and project partners from Europe and organise their stay in Athens.

English and very good ICT skills are necessary. Knowledge of Greek language would be an asset. Students from Cyprus will be most welcome. Half –boarding facilities and low reimbursement available.

**For more information:**

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