



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue • Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

Huffington Ecumenical Institute

Events & Program Assistant

1 Position - Average 5 hours/weekly

The Events & Program Assistant plays a key role in planning, organizing, and executing Institute events and academic gatherings. This position supports logistical efforts before, during, and after events.

Key Responsibilities:

- Provide administrative and logistical support for events, lectures, and meetings
 - Help with space setup, materials preparation, and onsite registration for Huffington Ecumenical Institute
 - Communicate with participants, speakers, and partners as needed
 - Assist in promoting events through flyers, email announcements, and online platforms
 - Maintain organized records of event logistics and attendee data
 - Participate in post-event wrap-ups and help compile feedback or summary reports
 - Other duties as assigned
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- Preferred Skills:
 - Excellent organizational and time management skills
 - Strong interpersonal and communication abilities
 - Ability to work both independently and as part of a team
 - Flexibility to work during some evening or weekend events

Position reports to: Elena Kontogli

Wage: 15.00 per hour

**If interested in the position, please email a Work Study application to Elena Kontogli:
EKontogli@hchc.edu**

*Hellenic College Holy Cross is an Equal Opportunity Employer.
A diverse workforce and inclusive culture are valued.*