



Centre commémoratif
de l'Holocauste à Montréal

Montreal Holocaust
Memorial Centre

Communications & Events Assistant Montreal Holocaust Memorial Centre

The Montreal Holocaust Memorial Centre, through its Museum, its commemorative programs and educational initiatives, educates people of all ages and backgrounds about the Holocaust, while sensitizing the public to the universal perils of antisemitism, racism, hate and indifference. It promotes respect for diversity and the sanctity of human life.

The Special Events and Communications Assistant will contribute to the outreach capacity of the Centre through the organization of the Centre's most important public outreach event, the Holocaust Education Series. A 10 day series of events taking place annually in the Fall, the 2015 series, this year will highlight the end of WWII and the resulting liberation, media and the role of the media, and various contemporary Human Rights issues.

Job Description and Responsibilities:

- Assisting the Events & Communications Coordinator in organizing events of the Holocaust Education Series,
- Assisting the Events & Communications Coordinator in developing communications materials for the Holocaust Education Series such as: pamphlet text, web text, press kit and press release,
- Updating contacts and distribution lists,
- Translating texts from French to English.

The applicant must be bilingual (excellent written English and advanced French language skills) and be a returning student studying Communications, History, Museology or another related field.

This is a 12 week contract (from mid-May to mid- August). The salary is 15.00\$ per hour. Under the requirements of the "Young Canada Works" program, to be considered, **candidates must** be Canadian citizens or entitled to work in Canada, aged 16 to 30 years and full-time students intending to return to their studies in the next school year.

Please send your CV with a cover letter before April 30, 2015 to info@mhmc.ca. Please use "YCW – Communications & Events Assistant" as the subject of your email. Only those applicants granted an interview will be contacted. We thank you for your interest in the Montreal Holocaust Memorial Centre.

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