



Musée Holocauste Montréal  
Montreal Holocaust Museum

## Executive Assistant

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

The Museum wishes to fill the position of a professional, full-time executive assistant that will support senior management in its activities.

### RESPONSABILITIES:

#### Administrative tasks:

- Attend and follow up on certain committee meetings
- Prepare documentation and write meeting minutes
- Manage the agendas of the Executive Director and Deputy Executive Director
- Enter and format various documents (letters, reports, convocations, etc.)
- Enter and update databases used within the team
- Liaise with Board of Directors and committee volunteers
- Creation of mailing and mass-emailing campaigns
- Classify and archive documents and information (material and digital)
- Timely support of the team in the development of various projects
- Participate in the preparation of reports and grant applications
- Organize and coordinate internal and external meetings

#### Fundraising:

- Develop and coordinate fundraising events
- Prepare and organize donor correspondence and files
- Perform administrative tasks in support of fundraising activities
- Produce reports on our fundraising status
- Prepare different meetings and write minutes
- Work with the DonorPerfect database

### QUALIFICATIONS:

- Relevant education (diploma)
- Bilingual with a perfect understanding of English
- Excellent English writing skills
- Basic knowledge of accounting
- Proficiency in Microsoft Office tools and database software for grant management
- Knowledge of DonorPerfect and Adobe Creative Suite an asset
- Minimum of 5 years relevant experience
- Knowledge of the Jewish community (an asset)
- Interpersonal skills and teamwork skills
- Ability to set priorities, take initiative and be organized
- Capable of working under pressure

The Montreal Holocaust Museum hires on the basis of merit and is strongly committed to promoting equity and diversity. We encourage all qualified individuals to apply.

**Please send your resume, along with a cover letter by November 15 to: [info@museeholocauste.ca](mailto:info@museeholocauste.ca)  
We will only contact those selected for an interview. We thank you for your understanding and consideration.**