



**Musée Holocauste Montréal**  
**Montreal Holocaust Museum**  
**Assistant –Data Management**

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 is seeking to hire a student for a summer position as a **Data Management Assistant**. The person will assist with the migration and updating of donor data into the Museum's new CRM (Customer Relationship Management) system. This database includes all donors, including those who have donated objects (over 13,000) and testimonials (over 900). The work will be performed on-site at the Museum, under the supervision of the Finance and Development team, and requires strict adherence to **confidentiality and discretion**.

**Job Description**

- Assist with the migration of donor data to the new CRM system.
- Perform updates and enter sensitive data.
- Verify the accuracy and consistency of the information entered.
- Strictly adhere to data confidentiality and professional discretion.
- Collaborate with the Museum team to ensure data integrity and quality.

**Required Qualifications**

- Bilingual in written and spoken French and English.
- Experience with or proficiency in using databases.
- Strong attention to detail and the ability to perform precise and meticulous work.
- Customer service and communication skills.
- Ability to work on-site at the Museum.
- Discretion and strict adherence to confidentiality.

This is a 16-week contract. The hourly wage is \$18.00. Under the requirements of the "Youth Canada Works" program, the candidate must be a Canadian citizen or authorized to work in Canada, be between the ages of 15 and 30, and plan to return to full-time studies in the coming school year.

The Montreal Holocaust Museum encourages individuals who identify with marginalized groups to apply. Please send your resume and cover letter by **May 16, 2026, to [info@museeholocauste.ca](mailto:info@museeholocauste.ca)**, with "Youth Canada Works – Data Management Assistant" in the subject line.

Only those selected for an interview will be contacted. Thank you for your interest in the Montreal Holocaust Museum.