



McGill

Quebec
Studies

Études
québécoises

Internship Offer
Spring-Summer 2023

Alex Dworkin Canadian Jewish Archives
Application deadline: April 10, 2023

Location: Montreal
Internship Offer

The **Alex Dworkin Canadian Jewish Archives** (formerly known as the Canadian Jewish Congress Charities Committee National Archives) is a program of [UIA-Canada](#), and is supported by the [Jewish Community Foundation of Montreal](#)'s *Alex Dworkin Foundation for Jewish Archives*, through Federation CJA. Following the cessation of operations of Canadian Jewish Congress and its charitable trust, on January 1, 2016 the Archives officially inaugurated its new name and became a program operating directly under the auspices of Jewish Federations Canada-UIA.

The **Alex Dworkin Canadian Jewish Archives** collects and preserves documentation on all aspects of the Jewish presence in Quebec and Canada. Notable aspects of the Canadian Jewish community reflected in the collections include immigration, integration into Canadian society, community organization, Zionism, human rights issues and discrimination, oppressed Jewry in other countries, education, literature, and genealogy.

Supervisor: Janice Rosen, Archives Director

Internship and Tasks Description

The internship at the Alex Dworkin Canadian Jewish Archives will give one McGill student the possibility to develop:

A familiarity with archival concepts and with a basic understanding of archival processing and preservation practices

An awareness of a general overview of the archival collections that include themes relevant to the Jewish presence in Quebec and Montreal : in particular immigration, integration into Canadian society, community organization, Zionism, human rights issues and discrimination, oppressed Jewry in other countries, education, literature, and genealogy.

The intern must have the following requirements:

Excellent written and verbal communication skills
Excellent organizational proficiencies and attention to detail
Ability to work independently and as part of a team
Strong interest in Quebec and Montreal History
Strong interest in the Jewish presence in Quebec and in Montreal
Proficiency with computer applications (MS Office Suite, etc.)
An interest in the professions of archives, librarianship, records management, museum studies, or digital asset management

Financial compensation from the McGill Internship Office
\$3,150 issued by the Internship Office of the Faculty of Arts as an award for an internship

Total hours of involvement
210 hours

Work schedule and beginning and end of internship
To be determined jointly with the intern and the person responsible for the supervision of the internship;
Between 1st week of May and Mid August

Workplace
Alex Dworkin Canadian Jewish Archives
4810 Rue Jean-Talon Ouest, Montreal, QC H4P 2N5

Eligibility and documents required to apply:

McGill Faculty of Arts faculty student (B.A., B.A & Sc., BSW, B.Th.) enrolled full-time ~~in the~~ during the Winter 2023 semester
Must be enrolled at McGill in the Fall of 2023
Minimum CGPA of 2.7
A current CV
A letter of motivation;
Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns
<https://www.mcgill.ca/arts-internships/resources>
Proof of medical insurance for duration of internship

Priority will be given to students who decide to include and to complete the Minor in Quebec Studies and Community Engaged Learning (18 credits) or are already enrolled in the Minor in Quebec Studies and Community Engaged Learning

Application deadline: April 10, 2023

Zoom Interviews for selected candidates on April 12 et April 13 2023

If selected for an interview, students will be informed by April 11th 2023

To apply: Students must send all documents to the following two addresses:

Pascal Brissette Director, Quebec Studies Program

Pascal.brissette@mcgill.ca

Mr. Stéphan Gervais, Scientific Coordinator of Quebec Studies, Quebec Studies Program

stephan.gervais@mcgill.ca