

The successful applicant will be the receptionist-secretary for the Federated Women's Institutes of Canada.

Duties will include but are not limited to:

- Answering the phone for the Federated Women's Institutes of Canada and/or the Adelaide Hunter Hoodless Homestead
- Take messages and/or redirect the calls as required
- Greet visitors at the Homestead and provide information as required
- Review correspondence and respond or process documents at the request of the president, president-elect or treasurer
- May be asked to write letters or produce documents at the request of the president, president-elect or treasurer
- Will assist with the registrations for the national convention being held in 2024 including creating and maintaining lists of delegates, voting delegates, and payment of registration fees
- Will work with the Treasurer on the payment of registration fees
- Open and close the Adelaide Hunter Hoodless Homestead and FWIC National office as required
- May be asked to assist the Museum Manager from time to time when time allows
- May be asked to help facilitate or assist with the various events occurring at the Adelaide Hunter Hoodless Homestead
- Perform duties that are reasonable and that are customarily performed by a person holding a similar position in the industry or business of the employer
- Reports to the president of FWIC and/or Museum Manager