

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Rebuild Coordinator

The **Lytton First Nation (LFN)** is seeking two (2) dynamic, energetic, self motivated Rebuild Coordinators to assist and support the Rebuild Director in the Comprehensive Community Plan (CPP) Priority Action Plan implementation, reporting and deliverables; and assist in rebuild project engagement, design, construction, and operations. The Rebuild Coordinators will work under the support and supervision of the Rebuild Director, as well with LFN's recovery team, and leadership. The successful applicant must be reliable, physically in the Lytton area, confident and competent in working as part of a team.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensure that CCP programs and Rebuild projects are identified, understood, implemented, completed, and then reported on - in a timely and efficient manner
- Review and support LFN applications and reporting to diverse funding sources which can supplement CCP programs and rebuild projects
- Support the Rebuild Director to draft, implement and report on the global or specific work plans weekly, quarterly, and annually on identified line items like what, who, schedule, quality, resiliency, and cost
- Review LFN's past and present data, and databases, and identify gaps while ensuring that privacy issues like personal information are both identified and remains confidential
- Support the Rebuild Director to review and identify gaps in LFN past and present recovery, rebuild, housing, infrastructure builds and systems that include, maps, drafts, final reports, and feasibility studies
- Create and maintain a database of recovery and rebuild partners and experts who have been involved with regional and LFN projects
- Establish and maintain a filing system for all works supported (digital and hard copy)
- Identify, collaborate, and support respectful working relations with local First Nation communities, Village of Lytton, community partners, and government agencies
- Other duties as assigned

EXPERIENCE AND OTHER REQUIREMENTS:

- Grade 12 or GED required
- Ability to be in an office setting, and work in the field as required
- Driver's license is preferred (or plan to acquire one)



PO Box 20
Lytton, BC
V0K 1Z0

PHONE 250.455.2304
EMAIL crystal.prince@lfn.band
WEBSITE www.lfn.band

- Some experience in fiscal management, budgeting, and reporting
- Some experience in proposal writing and knowledge of funding sources
- Criminal Record Check (Vulnerable Sector Search)

SKILLS AND COMPETENCIES:

- Excellent written and verbal communication skills
- Strategic planning and time management skills
- Knowledge of LFN community planning, rebuilding and developments including infrastructure, housing, and community services
- Knowledge of federal, provincial, and other funding sources and reporting requirements
- General knowledge of the culture, values, and traditions of the Nlaka'pamux Nation

Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

ATTN: Human Resources Manager

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