

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Office Assistant

Restorative Justice

The **Lytton First Nation (LFN)** Restorative Justice Department is seeking an Office Assistant to provide support to the Restorative Justice Manager. The Office assistant will be the first point of contact, and will create a welcoming environment for clients and guests.

General Duties:

- Create a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages
- Schedule client appointments with appropriate staff
- Coordinate the booking and setting up of meetings
- Organize and file documents, electronically and a paper filing system
- Assist with Legal Aide applications over the phone, in person, or at court
- Maintain financial and project spreadsheets
- Take minutes for meetings
- Update facebook page and website
- Provide support to the Restorative Justice Manager as needed
- Other duties as assigned

Job Skills Experience and Other Requirements:

- Microsoft Office, Excel, and other computer training
- Strong work ethic and positive team attitude
- Must have excellent communication, organizational and computer skills
- Knowledge of Nlaka'pamux culture and history
- Provide a current criminal record check

Open until filled

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

jobs@lfn.band

Attention: Human Resources Manager

PO Box 20, Lytton BC V0K 1Z0



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