



# LYTTON FIRST NATION

P.O. Box 20, Lytton, B.C., Canada, V0K 1Z0, Ph. 250-455-2304

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATOR

The Lytton First Nation (LFN) is currently recruiting for a dynamic, energetic, self motivated and professional, Band Administrator. Working under the support and supervision provided by LFN Chief and Council, the Band Administrator will oversee day-to-day operations of the Band Administration, and will be responsible to plan, organize, direct, control, evaluate, and work with eleven (11) Program Managers and reporting to funding agencies. The successful applicant must be competent in all aspects of Human Resources and Financial Management as well as strategic planning, implementation, and follow-up. All requirements are to ensure that the needs of LFN Membership are met in a timely and efficient manner.

#### Minimum Qualifications:

- A University Degree in Business Administration or related field.
- Leadership effectiveness, minimum five (5) years' experience at a senior management level working with a First Nations organization.
- Excellent written and oral communications skills.
- Computer literacy is a must, proficiency in computer software programs and technology.
- Ability to plan, develop and manage programs.
- Experience in financial management, budgeting, and reporting.
- Experience in proposal writing and knowledge of funding sources.
- Able to multi-task and work in a fast-paced environment.
- Strong technical skills and ability to work as a member of a multi-disciplinary team.
- Valid driver's licence and a reliable vehicle.
- Submit a Criminal Record Check, and a Vulnerable Sector Search.

#### Required Skills and Knowledge:

Public speaking skills along with team leadership, management skills and social awareness.

Strategic planning skills and time management skills.

Thorough knowledge of all federal, provincial and other funding sources and reporting requirements.

General knowledge of the culture, values, and traditions on the Nlaka'pamux Nation an asset.

#### Salary and Renumeration:

We offer a respectful and progressive work environment, competitive salary and above average benefit package.

**Closing Date: open until filled**

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

**ATTN: Band Operations Manager**

**Email: [jobs@lfn.band](mailto:jobs@lfn.band)**

**Mail to: PO Box 20, Lytton BC V0K 1Z0**