



Lytton First Nation

Job Posting: Communications Assistant

Location: 1570 Silo Road, Lytton, BC

Position Type: Full-Time

About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'k'emtsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and wellbeing of our Nation.

We are seeking a motivated and community-minded individual to join our team as a **Communications Assistant**.

About the Role

The Communications Assistant supports the delivery of timely, accurate, and effective internal and external communications for LFN. This role provides administrative and communications support, assists with creating public notices and community updates, helps coordinate outreach efforts, and supports the overall functioning of the Communications Department.

This is a dynamic role suited for someone who is organized, adaptable, and passionate about strengthening communication within the community.

What You Will Do

As the Communications Assistant you will:

Communications & Outreach

- Assist in preparing, editing, and distributing public notices, announcements, newsletters, and community updates
- Support the creation and coordination of communication materials across print, email, social media, and digital platforms
- Ensure all communications reflect LFN values, policies, and standards
- Coordinate and support community engagement activities, events, and meetings as directed

Administrative Support

- Provide general office and front-line support, including greeting visitors, responding to inquiries, and managing department correspondence
- Schedule appointments, maintain calendars, and organize documentation and filing systems
- Prepare and process forms, memos, letters, and meeting minutes with accuracy and professionalism
- Ensure confidentiality is maintained in all communications and interactions

Departmental Support

- Support the Communications Manager with departmental tasks, projects, and initiatives
- Assist with maintaining organized communication records and archives

- Adapt to evolving needs within a dynamic work environment
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What You Bring

- Strong written and verbal communication skills
 - Proficiency with Microsoft Office Suite and basic digital communication tools
 - Ability to work professionally with community members, staff, and partners
 - Highly organized, detail-oriented, and able to manage multiple tasks
 - Ability to maintain confidentiality and handle sensitive information responsibly
 - Experience working with First Nations communities is an asset
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Additional Requirements

- Ability to maintain confidentiality and professional boundaries
 - Valid BC Driver's License and access to a reliable vehicle (asset)
 - Clear Criminal Record Check
 - Two business references (must include a direct supervisor)
 - Commitment to ongoing training and professional development
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Why Join Us?

Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

How to Apply

 jobs@lfn.band or in person at the LFN Administration Office

 (250) 455-2304

 www.lfn.band
Position is open until filled.