



# Lytton First Nation

## Job Posting: Youth Coordinator

**Location:** Lytton, BC  
**Position Type:** Full-Time

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### 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.

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### About the Role

We are seeking a dedicated and community-focused **Youth Coordinator** to support the planning, delivery, and daily operations of youth programming. This role is essential to creating safe, inclusive, and culturally respectful environments where Indigenous youth feel supported, engaged, and empowered.

Working under the direction of the Youth Director, the Youth Coordinator assists with programs, events, administration, and partnerships that reflect community values, culture, and priorities.

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### What You Will Do

As the **Youth Coordinator**, you will:

- Support the planning, coordination, and delivery of youth programs, activities, and community events
- Assist with program setup, supervision, facilitation, and youth engagement
- Encourage positive participation, teamwork, and respectful interactions among youth
- Help ensure program environments are safe, welcoming, inclusive, and culturally appropriate
- Provide guidance, encouragement, and informal support to youth participants
- Maintain respectful and effective working relationships across LFN departments
- Coordinate with schools, agencies, and community partners to enhance youth programming
- Support day-to-day Youth Department operations and administration
- Maintain records, attendance logs, files, and required documentation
- Assist with data collection, evaluations, and reporting for programs and funding requirements
- Support development of posters, announcements, and promotional materials
- Share program information through approved communication channels
- Assist with basic budget tracking, receipts, and expense documentation
- Maintain strict confidentiality and security of all records and communications

### What You Bring

- Post-secondary education or training in social work, education, Indigenous studies, recreation, community development, or a related field is an asset
- Relevant experience, education, or a combination of both will be considered
- Experience with grant reporting, program evaluation, or project coordination is an asset
- First Aid and CPR certification is an asset

- Experience working in a First Nation environment is preferred
- Relevant education and/or equivalent experience will be considered
- Strong interpersonal, communication, and facilitation skills
- Ability to engage and support Indigenous youth in a strengths-based manner
- Strong organizational and time-management skills
- Creativity, flexibility, and problem-solving ability
- Trauma-informed, respectful, and culturally safe approach
- Ability to work both independently and as part of a team
- Understanding of First Nations services, cultural humility, and community-based approaches
- Knowledge of Nlaka'pamux culture, community values, and local context is an asset

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### Additional Requirements

- Ability to maintain confidentiality and professional boundaries
- BC Driver's License, and access to a reliable vehicle
- Clear Criminal Record Check with a vulnerable sector search
- 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.**

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### How to Apply

 [jobs@lfn.band](mailto:jobs@lfn.band) or in person at the LFN Administration Office

Resume, cover letter, and business references

 (250) 455-2304

 [www.lfn.band](http://www.lfn.band)

Position is open until May 15<sup>th</sup>