



Lytton First Nation

Job Posting: Office Assistant

Location: Lytton, BC

Position Type: Temporary Full-Time (upon return of the incumbent)

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'kemsin 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.

About the Role

The **Office Assistant** plays an essential role in supporting the daily administrative and operational needs of the Social Development department. Reporting to the Social Development Manager, this position provides clerical support, assists with client services, and helps ensure smooth and efficient office operations.

The successful candidate will contribute to a welcoming, organized, and culturally safe environment for community members to access social development programs and services. Professionalism, cultural awareness, attention to detail, and strict confidentiality are critical to success in this role.

What You Will Do

As the **Office Assistant**, you will:

- Provide general administrative and clerical support to the Social Development Manager and team
- Answer phones, greet community members, and respond to inquiries in a respectful and culturally sensitive manner
- Schedule appointments, manage calendars, and support client intake processes
- Prepare correspondence, notices, reports, forms, and other documents as required
- Organize, file, and maintain confidential client and departmental records
- Assist community members with basic inquiries, forms, and access to information
- Maintain a welcoming office environment that reflects community values and cultural safety
- Direct clients to appropriate staff or services in a timely and respectful manner
- Manage office supplies, equipment, and general workspace organization
- Coordinate printing, copying, mailing, and related administrative tasks
- Assist with data entry, program statistics, financial documentation, and case management systems
- Support monthly, quarterly, and annual departmental reporting requirements
- Collaborate with Social Development staff to support program delivery and administration
- Communicate effectively with other LFN departments and external service providers
- Assist with preparation of meeting packages and materials for the Social Development Committee

What You Bring

- Certificate in Office Administration, Business, or a related social science field is an asset
- 1 year of related administrative or clerical experience is an asset
- Relevant education and/or equivalent experience will be considered

- Experience working with Indigenous Services Canada (ISC) and external funding sources is an asset
 - Proficiency with Microsoft 365 applications (Word, Outlook, Excel, etc.)
 - Strong organizational skills and attention to detail
 - Ability to maintain confidentiality and exercise sound judgment
 - Compassionate and respectful approach when supporting community members
 - Ability to work independently and collaboratively as part of a team
 - Strong communication and interpersonal skills
 - 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 is an asset
 - 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.**

How to Apply

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

Resume, cover letter, and business references

 **(250) 455-2304**

 **www.lfn.band**

Position is open until May 21st