



Lytton First Nation

Job Posting: Membership Registry Manager

Location: 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'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 Membership Registry Manager is responsible for the effective administration of LFN's Registry Membership Program.

Reporting to the Administrator, this position oversees LFN membership processing, maintenance of accurate membership and Status records, compliance reporting, and advisory support to LFN Members. The role requires a high level of accuracy, confidentiality, and cultural sensitivity when working with members and external agencies.

What You Will Do

As the **Membership Registry Manager**, you will:

- Administer LFN's Registry Membership Program in compliance with the Indian Act, federal policies, LFN membership codes, and approved budgets
- Maintain accurate and confidential LFN membership records, including registrations, transfers, vital statistics, and supporting documentation
- Process Status applications, issue Certificates of Status, and manage Status Card Registrar responsibilities
- Provide advisory and administrative support to LFN Members regarding membership, Status, and registry documentation
- Liaise with Indigenous Services Canada (ISC), Registry Offices, Estates Officers, and other agencies
- Support governance processes, including LFN Voting Lists, election administration, and posting official membership notices
- Maintain membership information related to identification, border crossing, and Secure Certificate of Status cards
- Respond to LFN member requests, maintain individual files, and provide documentation support as required
- Ensure strict security, confidentiality, and integrity of all membership records and data

What You Bring

- Membership Registry or Indigenous Services Canada (ISC) training (asset) or willingness to complete required training
- 2–4 years of administrative experience, preferably in a First Nation or government environment

- Experience working with confidential records, registries, or databases is a strong asset
 - Combination of education, training, lived experience, and work experience will be considered
 - Proficiency in Microsoft 365 applications (Word, Excel, Outlook)
 - Working knowledge of the Indian Act, Registry processes, and membership administration
 - Strong understanding of records management, confidentiality, and data integrity
 - Ability to interpret legislation, policies, and procedures and explain them clearly to members
 - Excellent organizational skills and attention to detail
 - Strong interpersonal, communication, and customer service 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
 - Valid BC Driver’s License, and access to a reliable vehicle
 - 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

Resume, cover letter, and business references

(250) 455-2304

www.lfn.band

Position is Open Until Filled