Lytton First Nation

Job Posting: Lands and Natural Resources Assistant

Location: Lytton, BC
Position Type: Full-Time

About the Role

Lytton First Nation (LFN) is seeking a dedicated and knowledgeable **Lands and Natural Resources Assistant** to support the office team in Lands, Archelogy and Stewardship/Guardianship of reserve lands under the TemEEwuh na Ta hheeymOt (Land Code), applicable regulations, and LFN policies and procedures. This role plays an important part in protecting community interests, supporting sustainable land use, and ensuring land transactions and environmental requirements are managed effectively and responsibly. The successful candidate will work closely with LFN community, staff and management.

What You Will Do

As the **Lands and Natural Resources Assistant,** you will:

- Respond to emails, phone calls and voicemails in a respectful professional manner
- Process and track permits, licenses, and land-use agreements
- Prepare reports, documents, correspondence and presentations
- Review applications for activities that may affect LFN lands
- Maintain confidentiality and security of land records, project information, and communications

What You Bring

- Proficiency in Microsoft 365 (Word, Outlook, Excel)
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Strong problem-solving, negotiation, and conflict-resolution skills
- Ability to work independently while contributing effectively within a team environment
- Initiative, professionalism, integrity, and a commitment to community service
- 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, drivers abstract, and access to a reliable vehicle is an asset
- Clear Criminal Record Check
- Two professional 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

EMAIL: jobs@lfn.band **PHONE:** 250-455-2304 **ADDRESS:** 1570 Silo Road, Lytton, BC V0K 1Z0