

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Temporary Term (until return of incumbent) - Communications Manager

The **Lytton First Nation (LFN)** is recruiting a qualified and experienced **Full-Time Communications Manager** within the Administration Department. The Communications Manager will be responsible for the implementation, development, and information management and distribution of internal and external communication for Lytton First Nation. The successful candidate must be knowledgeable and well-experienced in the multi-media approach for community communications for LFN, programs and services that are shared out to a wide range of audiences.

General Duties:

- Develop and implement communication strategies that share LFN's mission and goals with diverse audiences.
- Work closely with the Chief and Council, Administrator, and Management Team to ensure consistent communication across all departments.
- Lead the development and oversight of LFN's Data Sovereignty Strategy.
- Ensure compliance with PIPEDA and other information protection laws in all communication practices.
- Collaborate with program managers to coordinate consistent technology use, communication tools, and platforms
- Manage media relations, public messaging, and external stakeholder communication.
- Oversee the creation and distribution of clear, and culturally respectful internal and external materials.
- Monitor and assess the effectiveness of communication strategies and adjust as needed.
- Other duties as assigned.

Job Skills, Experience, And Other Requirements:

- Education and Experience: A degree in communications, public relations, journalism, or a related field is preferred; however, relevant experience will be considered. Minimum 1-3 years of experience in a communications role, ideally within a First Nation or community-based organization.
- Strong written and verbal communication skills with proven editorial abilities. Experience in developing communication plans, press releases, and promotional materials.
- Proficient in Microsoft Office, Adobe, and content management systems, with the ability to use modern communication tools effectively.
- Strong interpersonal and leadership skills; in-depth knowledge of Nlaka'pamux culture and language is preferred.
- Valid B.C. Driver's License
- Criminal Record Check (vulnerable sector required).

(Thank you to all for your interest. However, only those short-listed will be interviewed).

Open Until Filled

Apply with cover letter, resume, and 3 current references to: jobs@lfn.band



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