**Position title:** Assistant Community Coordinator

**Reporting to:** Community Coordinator

**Location:** Band Office/Community

**Summary of duties:**The Assistant Community Coordinator is responsible for assisting in developing, organizing, implementing, and supervising community engagement and recreation programs for Lytton First Nation.The Assistant Community Coordinator will work with the Community Coordinator and a select team to plan and provide events for the Lytton First Nation community, in addition to reaching out to surrounding bands.

**Responsibilities:**

* In accordance with identified community needs and interests, develop community engagement and recreation programs including sports, indoor/outdoor activities, crafts, games, and other activities
* Collaborate with the coordinator and other staff in program creation and implementation
* Assist to identify program goals, monitor, and evaluate effectiveness of each program on a regular basis
* Assist with the punctual setup, delivery and take down of programs, ensuring the program location is kept well organized, clean, and secure
* Assist to provide appropriate supplies for each program in accordance with approved budget
* May include travel to West Side to hold events for West Side members
* Assist with required records and project reports
* Any other related duties as assigned by the coordinator

**Posting Open Until Filled**

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

Apply with cover letter, resume, and current references to:

Attention: Administrator

Email: jobs@lfn.band

In person: drop off at the LFN band office