**Position title:** Community Coordinator

**Reporting to:** Social Development and/or Band Administrator

**Location or worksite:** Band Office/Community

**Summary of duties:**The Community Coordinator is responsible for developing, organizing, implementing, and supervising community engagement and recreation programs for Lytton First Nation.Community Coordinator will work with 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 other staff in program creation and implementation
* Identify program goals, monitor and evaluate effectiveness of each program on a regular basis
* Responsible for overseeing setup, delivery and take down of programs, ensuring the program location is kept well organized, clean and secure
* Provide appropriate supplies for each program in accordance with approved budget
* May include travel to West Side to hold events for West Side members
* Maintain required records and project reports
* Any other related duties as assigned

**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