

# Lytton First Nation

## Employment Opportunity

The Lytton First Nation (LFN) is recruiting a qualified **Education Manager** to fill a full-time permanent position with the Education department. The Education Manager will oversee the general operation of the Education Department. This position will work with the Education committee and Regional School Districts when required.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

Preparing budgets, proposals, reports, and expenditures. Ability to secure funding, organize education staff meetings, chair the weekly education committee, prepare inclusive department monthly reports for the community newsletter, and for Council. Monitor costs and expenses to make appropriate decisions for the department. Create sound work plans for the department through strategic planning and or CCP.

### QUALIFICATIONS:

- Bachelor's or Master's degree in an education -related field
- Skilled networking/building with a keen sense of political awareness
- Experience and knowledge of the different government policies
- Ability to work independently without supervision and in a team environment where mutual support is essential
- Interact with others in a professional, tactful, compassionate, and sensitive manner in varying situations
- High level of competency in computer software including MS Office-Word/Excel/Powerpoint
- Effective verbal, and presentation communication skills
- Ability to establish rapport with people of all educational and occupational backgrounds
- Knowledge of the Nlaka'pamux Nation culture, traditions and language would be an asset
- Police record and vulnerable sector check required
- A valid BC, Driver's license

Salary: will be based on qualifications, knowledge, and experience

Position Status: Full-time permanent – subject to a six (6) month probation period

### Open until suitable candidate is secured

Send cover letter, resume, and current references to:

[jobs@lfn.band](mailto:jobs@lfn.band)

Thank you in advance for your interest. However, only shortlisted applicants will be contacted.



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