

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Firewood/Kindling Coordinator

Economic Development

The **Lytton First Nation (LFN)** is seeking a dedicated individual to coordinate, lead and oversee the establishment of a Firewood Bundle and Firewood Kindling Operation, which will be established at the Old Mill Site, in Lytton, BC.

General Duties:

Report to the Economic Development Manager on the following:

- Set up newly acquired Firewood Splitter for use at the site.
- Ensure that the safety of all workers is established with proper Personal Protective Equipment (PPE) gear.
- Cut logs and operate wood splitter for processing and shipment out to
- Market and visit various stores, businesses that sell firewood and kindling bundles.
- Ensure bundles are labelled with price and contact information.
- Conduct safety meetings at least once per week to ensure safe work practices are always carried out.
- Prepare weekly reports to the Economic Development Manager in regard to production, inventory sales, and plans to market product made at the site.
- Other duties as assigned.

JOB SKILLS EXPERIENCE AND OTHER REQUIREMENTS:

- 2 + years of experience operating a wood splitter.
- Experience in writing, marketing, budgeting, and reporting.
- Strong people and organizational skills.
- Ability to work independently and meet deadlines.
- Computer literacy skills with MS Office, Excel, and Outlook.
- Able to prepare comprehensive reports for the Economic Development Manager.
- Strong ability to market and sell firewood bundles, and self-motivated.
- Valid driver's licence, and a reliable vehicle.
- General knowledge of the culture, values, and traditions of the Nlaka'pamux Nation an asset.
- Criminal Record Check.

Deadline: Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

**Attention: Human Resources Manager
PO Box 20, Lytton BC V0K 1Z0**



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