

Lytton First Nation

Job Post Opportunity

Position Title: Local Recovery Manager Assistant (LRMA)

Reporting To: Local Recovery Manager (LRM)/ Recovery Manager (RM)

Location of Worksite: Lytton First Nation, 1675 St. Georges rd. Lytton, B.C.

We are seeking a Local Recovery Manager Assistant (LRMA). This position is specific to the recovery work of the Lytton Creek Wildfire 2021. This will be a full-time position pending funding availability for recovery/rebuild.

Summary of position:

Working under the support and supervision provided by the LRM/RM, the LRMA provides administrative and technical support to the LRM. The primary responsibilities of the LRMA will be to assist the LRM in the areas of organization, coordination and communication for the Recovery Team and Lytton First Nation. The successful candidate will have a strong basis in community development and good knowledge of the community's demographics.

Specific Responsibilities:

- Local community member and assists with and coordinates the ground construction activities.
- Attends all recovery meetings
- Drafting both internal and external correspondence.
- Required to maintain confidentiality and professionally interact with employees, management and the public.
- Other duties shall be assigned as required.
- Perform all duties and responsibilities in accordance with the Lytton First Nation Policy and Procedure Manual.

Skills Required and Qualifications:

- Proficient and creative in Microsoft Office Programs
- Any certification in website or social media communications will be an asset
- Strong knowledge of office procedures and practices
- Ability to follow direction and carry out multiple level tasks including research and writing
- Demonstrated ability to communicate effectively in written and oral forms with a wide range of audiences
- Excellent problem-solving skills
- Excellent organizational, time management skills and the ability to meet time sensitive deadlines

- Knowledge of Aboriginal culture in general and Nlaka'pamux culture and history will be an asset.

Term:

December 2022 – March 2023 (Extension following Fiscal approval)

Hours and Wage:

Hours may vary but are typically 8:30 am – 4:30 pm Monday through Friday

Wage will be dependent on experience

Maximum of 80 hours bi-weekly

**Please send resume and cover letter by
December 7, 2022, to LFN Administrator:
jobs@lfn.band**