



EMPLOYMENT OPPORTUNITY  
**LYTTON FIRST NATION**

**SUMMER WORK EXPERIENCE**  
**EDUCATION DEPARTMENT**  
**Executive Secretary Assistant Trainee**

**The Lytton First Nation (LFN)** is currently recruiting for a one (1) Summer Student in the LFN Chief and Council for their main office in Lytton, B.C. The position is classified as full-time (8:30 to 4:30 Monday to Friday) term (starting July 11, 2022, ending September 2, 2022) positions. Working no more than 280 hours, schedule to be determined by the Program Manager. Working under the support and supervision provided by the Education Department along side the Executive Secretary and The Chief and Council. The successful applicant's main duty will be to work mainly under the direction of the Executive Secretary at the main LFN office.

**Minimum Qualifications:**

- Must be ages 15- 30 years
- Must have been attending school in 2021-2022 and planning to return to school in September 2022
- Preference will be given to LFN Members living on LFN Reserves.
- Able to get to work on time and ready to work every day.
- Able to follow direction and work in a respectful and cooperative manner
- Must be a team player, self motivated, reliable and have a good attitude.
- Must be willing to learn and practice "safety first" measures at all times.
- Must be physically fit.

**Required Skills and Knowledge:**

- Basic knowledge of Band Office structure and procedures is an asset.
- General knowledge of the culture, values, and traditions on the Nlaka'pamux Nation is an asset
- Must have knowledge of and honour confidentiality
- Must have some computer knowledge and skills.

**Salary :** The wage for this project is \$15.65 per hour and is to give a student experience in the workforce.

**For further information** please call: **Vicky Ford at (250) 455-2304**

**Closing Date:** July 7 and interviews July 8<sup>th</sup>, 2022

Only qualified applicants who make the short list will be contacted for interviews. Apply with cover letter, resume, references optional but will be an advantage **You can either email your resume to: [jobs@lfn.band](mailto:jobs@lfn.band) or drop them off at the LFN Office.**

