



# Lytton First Nation

## Job Posting: Lands Engagement Coordinator

**Location:** Lytton, BC  
**Position Type:** Full-Time

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### About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and wellbeing of our Nation.

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### About the Role

The Lands Engagement Coordinator plays a key role in supporting the implementation and community understanding of LFN's Land Code and lands governance processes.

Reporting to the Lands Director, this position is responsible for community engagement, communications, public notices, and outreach activities related to Land Code governance, land use planning, and lands administration. The role acts as a link between the Lands & Natural Resources Department, leadership, development proponents, external partners, and LFN community members.

This position requires strong communication skills, cultural awareness, and a collaborative approach to engagement.

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### What You Will Do

As the **Lands Engagement Coordinator**, you will:

- Support the implementation and communication of LFN's Land Code and lands governance activities
- Design and deliver community outreach materials and engagement activities
- Coordinate and facilitate community meetings, engagement sessions, and events
- Prepare and issue public notices, updates, and engagement opportunities
- Engage with community members, including Elders and youth, on land governance matters
- Liaise with internal departments, leadership, development proponents, and third-party interests
- Assist with research, development, and implementation of communication tools and technologies
- Draft and edit correspondence, memos, forms, and meeting minutes
- Provide frontline administrative and reception support as needed
- Organize and manage documents, forms, and records accurately and confidentially
- Direct community members and the public to appropriate lands information and resources
- Maintain strict confidentiality of all communications, files, and records

### What You Bring

- Certificate or post-secondary training in business administration, communications, or a related field (asset)
- Minimum 1 year of directly related experience in communications, engagement, or administration
- Combination of education, training, lived experience, and work experience will be considered
- Experience working in a First Nation environment is preferred

- Proficiency in Microsoft 365 applications (Word, Excel, Outlook)
  - Strong communication, writing, and interpersonal skills
  - Ability to work respectfully with Elders and community members
  - Excellent organization, relationship-building, and coordination skills
  - Ability to work independently and collaboratively within a team
  - Understanding of First Nations services, cultural humility, and community-based approaches
  - Knowledge of Nlaka'pamux culture, community values, and local context is an asset
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### **Additional Requirements**


- Ability to maintain confidentiality and professional boundaries
  - Valid BC Driver's License, and access to a reliable vehicle
  - Clear Criminal Record Check
  - Two business references (must include a direct supervisor)
  - Commitment to ongoing training and professional development
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### **Why Join Us?**


Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

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### **How to Apply**

 [jobs@lfn.band](mailto:jobs@lfn.band) or in person at the LFN Administration Office

**Resume, cover letter, and business references**

 **(250) 455-2304**

 **www.lfn.band**

**Position is open until April 17<sup>th</sup>**