



Job Posting: Project Coordinator

Location: Lytton, BC
Position Type: Full-Time

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 well-being of our Nation.

About the Role

We are seeking a dedicated and organized **Project Coordinator** to support the successful delivery of community-led initiatives funded through the Four Pillars Society. These projects play a vital role in revitalizing and promoting Nlaka'pamux language, culture, and heritage, contributing to the overall health and wellness of our community. Reporting to the Project Team Lead, the Project Coordinator is responsible for coordinating, administering, and monitoring multiple projects to ensure they are delivered on time, within scope, and in compliance with funding agreements. This role works closely with leadership, partners, and community members to support culturally grounded programming aligned with LFN priorities.

What You Will Do

As the **Project Coordinator**, you will:

- Coordinate the planning, execution, and monitoring of multiple concurrent projects
- Develop and maintain project work plans, schedules, and tracking tools
- Monitor progress, identify risks, and support mitigation strategies
- Track budgets, expenditures, and funding allocations
- Maintain accurate financial records and support audits and reporting
- Ensure compliance with funding agreements and organizational policies
- Prepare reports for funders, leadership, and governing bodies
- Organize and maintain project documentation and filing systems
- Support data collection and evaluation to measure project outcomes
- Act as a liaison between leadership, committees, partners, and community members
- Coordinate meetings, agendas, minutes, and follow-up actions
- Assist with proposal writing and grant applications
- Ensure all work reflects community priorities and cultural values

What You Bring

- Post-secondary education in project management, business administration, public administration, community development, or a related field (or equivalent experience)
- Experience coordinating projects, preferably in a non-profit, community, or public sector environment
- Experience managing multiple funding agreements or complex projects is an asset
- Proficiency in Microsoft 365 (Word, Excel, Outlook, etc.)
- Relevant experience, education, or a combination of both will be considered

- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Effective communication and interpersonal skills
- Ability to manage multiple priorities and meet deadlines
- Ability to work both independently and collaboratively
- Understanding of First Nations services, cultural humility, and community-based approaches
- Knowledge of Nlaka'pamux culture, community values, and local context is an asset

Additional Requirements

- Ability to maintain confidentiality and professional boundaries
- BC Driver's License, and access to a reliable vehicle is an asset
- Clear Criminal Record Check with a vulnerable sector search
- Two business references (must include a direct supervisor)
- Commitment to ongoing training and professional development

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.**

How to Apply

 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 filled