



# Lytton First Nation

## Job Posting: Economic Development Director

**Location:** 1570 Silo Road, 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'kemtsin 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.

We are seeking an **Economic Development Director** who is passionate about community development, strategic leadership, and strengthening economic development programs that make a meaningful impact for our people and community.

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### About the Role

The Economic Development Director provides leadership and oversight for all economic development initiatives within LFN. Reporting to the Administrator, this role is responsible for developing, implementing, and evaluating economic development strategies, partnerships, and projects. The Director also leads a team-oriented work environment, supporting staff supervision, recruitment, and training.

This position plays a key role in building relationships with industry, government partners, and internal departments, while ensuring that all initiatives align with LFN policies, governance direction, and reporting requirements.

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### What You Will Do

As the Economic Development Director, you will:

#### Lead Programs & Project Delivery

- Provide strategic oversight and leadership for all economic development initiatives, action plans, and projects
- Conduct research on economic trends, industries, and land resources to support project planning
- Manage relationships and agreements with governments, agencies, and community partners
- Ensure initiatives comply with relevant legislation, policies, and reporting requirements

#### Provide Leadership & Team Support

- Lead, coach, and supervise Economic Development staff
- Support hiring, onboarding, training, and professional development
- Foster a strong, collaborative, community-aligned team culture

#### Strategic Planning & Policy Development

- Develop and implement economic development strategies and policies
- Identify growth opportunities and assess development potential

- Prepare recommendations, reports, and presentations for leadership and committees

### **Financial & Administrative Management**

- Administer research and operational budgets for projects and funding agreements
- Ensure accurate reporting, documentation, and compliance with financial controls
- Oversee equipment, supplies, and contract-related needs

### **Strengthen Partnerships & Community Connections**

- Work collaboratively with internal departments, government partners, and external agencies
  - Ensure culturally informed, confidential, and respectful service delivery
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### **What You Bring**

- Bachelor's degree in economic development, business administration, public administration, Indigenous governance, or related field is considered an asset
  - Minimum **5 years** of related experience in economic or community development, project management, or business development
  - Minimum **2–3 years** supervisory or managerial experience
  - We welcome candidates who bring relevant experience, education, or a combination of both
  - Experience working with First Nations communities (strong asset)
  - Knowledge of First Nations service models, cultural humility, and Nlaka'pamux community context
  - Project Management Professional (PMP) certification or related professional designation is an asset
  - Proficiency in Microsoft 365 (Word, Outlook, Excel)
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### **Additional Requirements**

- Ability to maintain confidentiality and professional boundaries
  - Valid BC Driver's License and access to a reliable vehicle (asset)
  - Valid 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, 2 business references

(250) 455-2304

🌐 [www.lfn.band](http://www.lfn.band)

Position is **Open Until Filled.**