



Lytton First Nation

Job Posting: Housing Director

Location: 1570 Silo Road, 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 TI'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 a **Housing Director** who is passionate about community development, strategic leadership, and strengthening our housing development(s) that will make a meaningful impact for our people and community.

About the Role

The Housing Director provides strategic leadership and operational management for all housing programs and services at LFN. Reporting to the Administrator, this role provides strategic oversight and leadership for long-term housing planning, capital projects, maintenance systems, funding compliance, and tenant services. The Housing Director ensures the Housing Department upholds community values, governance direction, and organizational standards while building strong relationships with staff, community members, contractors, partners, and funders.

This is a key leadership position that directly supports the Nation's ability to provide safe, sustainable, and culturally appropriate housing.

What You Will Do

As the Housing Director, you will:

Lead Programs & Service Delivery

- Provide strategic oversight and leadership for all Housing Department operations
- Lead housing development strategies and action plans while managing key partnerships
- Ensure all programs and services align with LFN policies, procedures, and governance direction
- Maintain accurate reporting and communication with internal and external stakeholders

Provide Leadership & Team Support

- Lead, coach, and support Housing Department staff in a team-oriented, service-focused environment
- Promote a strong, collaborative team culture aligned with LFN values
- Provide clear directions to staff to ensure effective service delivery and community advocacy
- Participate in the hiring process, training and development for new and existing staff

Strategic Planning & Policy Development

- Develop and implement a comprehensive Housing Strategy that aligns with community vision and long-term goals
- Lead the creation, implementation, and review of housing policies, procedures, and departmental action plans
- Support informed decision-making through reports, analysis, and recommendations to Administration and the Housing Committee

Financial & Administrative Management

- Develop, manage, and monitor departmental budgets, including research, projects, and support services
- Identify, secure, and administer housing funding opportunities and contribution agreements
- Ensure compliance with all financial controls, funding requirements, and reporting obligations

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 public administration, business administration, urban planning, or a related field is considered an asset
 - Minimum **5 years'** of related experience in housing management, maintenance operations, planning, community development, or policy work
 - Minimum **2–3 years** of supervisory or management 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
 - Strong communication, negotiation, and relationship-building skills
 - Understanding of First Nations housing systems, cultural safety, and community-based approaches
 - Experience with Indigenous Services Canada (ISC), Canada Mortgage & Housing Corporation (CMHC), and Health Canada programs is an asset
 - Professional certifications such as Project Management Professional (PMP) or Housing Manager Certificate are considered an asset
 - Proficiency in Microsoft 365 (Word, Outlook, Excel)
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Additional Requirements

- Ability to maintain confidentiality and professional boundaries
 - Willingness to work flexible hours for meetings, emergencies, or site visits
 - Valid BC Driver's License and access to a reliable vehicle (asset)
 - Valid Criminal Record Check
 - Two valid 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.**

How to Apply

jobs@lfn.band or in person at the LFN Administration Office
(250) 455-2304
www.lfn.band

Position is **Open Until Filled.**