



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

LFN is seeking a dedicated **Employment Coach** to support participants in achieving employment and career goals through the Skills, Mentorship & Employment Program in our Social Development department. This role involves individualized coaching, employment planning, and job readiness support. Reporting to the Social Development Manager, the role assists participants with resumes, applications, interviews, job searches, training and employment opportunities while helping to identify and address barriers to employment.

Working collaboratively with community partners, employers, the Mentor and Community Elder, the Employment Coach provides ongoing guidance, tracks participant progress and outcomes, and celebrates achievements through graduations and recognition events.

What You Will Do

As the **Employment Coach**, you will:

- Develop Employment Action Plans and supports participants toward employment goals
- Assist with resumes, applications, job searches, interviews, and employment readiness
- Identify employment barriers and develop practical steps forward with participants
- Connect participants with employers, work experience, job placements, training, and certifications
- Build relationships with LFN departments, employers, and external employment services
- Provide ongoing coaching, encouragement, and follow-up
- Work collaboratively with the Mentor and Community Elder
- Track participation, progress, referrals, training, and employment outcomes
- Participate in graduations, completion ceremonies, and recognition activities to celebrate participant achievements and employment milestones
- Maintain and ensure strict security and confidentiality on all communications, files, and records

What You Bring

- Experience in Employment Services, Human Services, Social Services, Career Development and/or Indigenous studies is an asset
- Relevant experience, education, or a combination of both will be considered
- Experience in working with external agencies such as Indigenous Services Canada (ICS) is an asset
- Knowledge of employment readiness, workforce development, and income assistance programs
- Experience working in a First Nation environment is preferred
- Proficiency with Microsoft 365, including Word, Excel, and Outlook

- Strong coaching, mentoring, and interpersonal skills
 - Ability to motivate and support individuals from diverse backgrounds
 - Excellent communication, organization, and documentation skills
 - 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
 - BC Driver’s License, drivers abstract, and access to a reliable vehicle is an asset
 - Clear Criminal Record Check with a vulnerable sector search
 - 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

Resume, cover letter, and business references

 **(250) 455-2304**

 **www.lfn.band**

Position is open until filled