



Job Posting: Tutor

Location: Lytton, BC

Position Type: Temp 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

LFN is seeking a dedicated **Tutor** to support LFN Skills, Mentorship, & Employment Program participants. This role will help in achieving education, training, and employment goals through one-on-one and small-group tutoring, mentorship, and skills development. The role assists participants with literacy, numeracy, computer skills, training, and certifications, while promoting confidence, communication, and positive work habits. Working closely with the Employment Coach and Community Elder, the Tutor provides ongoing support, tracks participant progress, and celebrates learning achievements.

What You Will Do

As the **Tutor**, you will:

- Provide one-on-one and small-group tutoring and mentorship
- Support literacy, numeracy, computer skills, upgrading, online learning, training, and certifications
- Identify learning needs and help participants develop achievable education and skill-building goals
- Help participants build confidence, communication, organization, and positive work habits
- Provide consistent mentorship and encouragement to support participation and engagement
- Work with the Employment Coach to align learning and skill development with employment goals
- Collaborate with the Community Elder to provide culturally grounded support
- Track learning progress, participation, and completed training
- Participate in graduations, completion ceremonies, and recognition activities to celebrate learning and training achievements
- Maintain and ensure strict security and confidentiality on all communications, files, and records

What You Bring

- Experience in Education, Adult Education, Human Services, Indigenous Studies, Community Development, or a related field is an asset
- Relevant experience, education, or a combination of both will be considered
- Training/certification in tutoring, adult learning, literacy, or mentoring is an asset
- Experience working in a First Nation environment is preferred
- Proficiency with Microsoft 365, including Word, Excel, and Outlook
- Strong mentoring, coaching, and interpersonal skills
- Ability to support and motivate learners with varying educational backgrounds and learning needs
- Knowledge of adult learning principles and effective tutoring practices

- Excellent communication, organization, and problem-solving 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

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

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