

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

### Rebuild Director

The **Lytton First Nation (LFN)** is recruiting a dynamic, energetic, self-motivated, and professional **Rebuild Director** to assist with the rebuilding plans for the community. Working under the support and supervision provided by the LFN Administrator the Rebuild Director will oversee day-to-day operations of the LFN rebuilding planning and projects, and will be responsible to plan, implement, evaluate, and report to funding agencies, Rebuilding committee, and to the LFN community. The successful applicant must be competent in all aspects of recovery and rebuilding as well proficient with strategic planning, implementation, effective communication, case management and community follow-up. The Rebuild Director must ensure that reports and applications are met in a timely and efficient manner.

#### General Duties:

- In alignment with the LFN CCP
- Ensure rebuilding programs and services are following legislation and organizational policy, processes, and procedures
- Ensure financial management of rebuilding programs and services by creating projected budgets and reports
- Proactively seek out diverse funding sources to supplement community's needs and vision
- Prepare and monitor rebuilding work plans, including reporting through quarterly and annual reports that include quality control
- Create community rebuild plans and options for community members who have lost their home and ensure that there is a process for case management and reporting to the members
- Strong knowledge of community planning, rebuilding and developments that includes infrastructure, housing, and community services
- Develop and propose building standards and permits
- Identify, recruit, and manage community rebuild experts and partners to be involved with project through requests for proposals
- Strong computer, communication, and technical skills with the ability to work as a member of a multi-disciplinary LFN Administration and Management teams
- Proactively build and nurture collaborative and culturally respectful working relations with local First Nation communities, Village of Lytton, community partners, and government agencies



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- Assist the Lytton First Nation community to achieve its community goals and objectives for community members whose homes were destroyed, to support community plans with members and create partnerships that will support the rebuild.

**JOB SKILLS EXPERIENCE AND OTHER REQUIREMENTS:**

- University degree in community planning, community development, or a related field (e.g., emergency management, recovery, architecture, business management, engineering, or other related degrees). An acceptable combination of education, training and experience will be considered
- Leadership effectiveness, minimum five (5) years' experience at a senior management level working with a First Nations organization
- Rebuilding office must be stationed in Lytton, BC
- Experience in fiscal management, budgeting, and reporting
- Experience in proposal writing and knowledge of funding sources
- Strong technical skills and ability to work as a member of a multi-disciplinary team
- Reliable vehicle with business/work insurance
- Submit a Criminal Record Check, with a Vulnerable Sector Search

**SKILLS AND COMPETENCIES:**

- Strategic planning skills and time management skills
- Thorough knowledge of all federal, provincial, and other funding sources and reporting requirements
- General knowledge of the culture, values, and traditions on the Nlaka'pamux Nation an asset

**Open until filled**

**Apply with cover letter, resume, and 3 current references to:**

**[jobs@lfn.band](mailto:jobs@lfn.band)**

**Attention: Human Resources Manager**

**PO Box 20, Lytton BC V0K 1Z0**



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