



| Job Posting

Position Title: Planning Assistant (Contract)	Date: (last updated) November 5, 2025
Reports to: Director of Development	Direct Reports: None

Are you looking for a unique and exciting opportunity to assist the Village of Lytton in rebuilding the community? Lytton is looking for Planning Assistant to help with creating a vibrant and resilient Village

The location: With the acknowledgement that it is on the territory of the Nlaka'pamux, the Village of Lytton is located 3 hours north of Vancouver, or 2 hours west of Kamloops. Lytton has a population of approximately 275 residents with another 4,500 people living in the surrounding rural areas, including nearby Indigenous communities.

The role: Supporting key community initiatives and administrative functions. This contract position offers a dynamic workload that will fluctuate based on municipal priorities.

Duties will include but are not limited to:

- Assist with the Community Plan Update
- Support park improvement projects
- Respond to day-to-day development inquiries
- Provide general administrative support to planning staff

Ideal Candidate

We're looking for someone who:

- Has knowledge of the greater Lytton area;
- Demonstrates strong communication, writing, and customer service skills;
- Has a strong interest and ideally experience in municipal land use planning and development;
- Is willing to work on-site in Lytton when required; and
- Is a team player who is creative and resourceful

Compensation is between \$35-60/ hour depending on experience.

How to Apply

Please submit your resume and cover letter to: Caroline Lamont, Director of Development at clamont@lytton.ca