

**MAILING ADDRESS:**

Village of Lytton
PO Box 100, 769 S- Trans Canada Hwy
Lytton, BC V0K 1Z0

www.lytton.ca

Join the Village of Lytton as a Project Coordinator – Construction

The Village of Lytton is seeking a **Project Coordinator – Construction** to support municipal capital construction projects. Reporting to the Chief Administrative Officer (CAO) and working closely with an external Construction Advisor, the Project Coordinator – Construction assists with planning, organizing, coordinating, and documenting construction projects of varying complexity. The role supports delivery of projects in accordance with approved scopes, schedules, budgets, and safety requirements.

This position requires regular time on active construction sites and will ramp up as projects come online, including the Village Office (anticipated Spring 2026) and the Hub project later in the year.

Department: Capital Projects

Location: Lytton, BC

Employment Type: Contract, Part-Time (up to 40 hours/week as workload requires)

Wage: \$24–\$34 per hour, depending on experience

Reports To: Chief Administrative Officer (CAO)

About Lytton

Nestled in British Columbia's interior, Lytton is located approximately 3 hours north of Vancouver or 2 hours west of Kamloops. Lytton is in the process of rebuilding following a devastating fire on June 30, 2021. Eventually, the Village is expected to have around 275 residents, with an additional 4,500 people residing in the surrounding region, including vibrant Indigenous communities.

Key Responsibilities

- Reviewing scopes of work, drawings, and specifications.
- Maintaining project drawings, logs, schedules, and documentation.
- Preparing and tracking RFIs, CCOs, SIs, and other project communications.
- Supporting site coordination, trade oversight, and Village-scoped work.
- Assisting with permitting, commissioning, close-out, and warranty processes.
- Preparing project updates and maintaining organized project records.
- Ensuring compliance with safety requirements and applicable legislation.

Qualifications

- Post-secondary diploma or degree in Construction Management, Civil Engineering Technology, or Engineering

- Minimum 3 years of related experience with a general contractor.
- Ability to read construction drawings and manage multiple priorities.
- Proficiency with Microsoft Office.
- Valid driver's licence and reliable transportation.
- Experience with Procore or Jonas considered an asset.
- First Aid and relevant safety certifications are considered an asset.

Position Details

- Work is based out of Lytton, BC, including the temporary Village office and active construction sites.
- Hours will increase as construction projects progress over time.
- Role requires work within active construction zones.

How to Apply

Please submit your resume and cover letter to: Lisa Storoshenko at lstoroshenko@lytton.ca

Applications must be received by April 30, 2026.