



Municipality of Baker Lake Term Employment Opportunity: Men's Emergency Shelter Coordinator

Community: Baker Lake

Housing: No staff housing available

Employment: October 30, 2025 – March 31, 2026

Salary: Competitive salary and benefits

Closing Date: October 2, 2025, 5:00 pm CST

Criminal Record Check & Vulnerable Sector Check: Required

Submit Resume to: Sheldon Dorey, SAO sdorey@bakerlake.ca

Assets: Knowledge of Nunavut Inuit communities, culture, Inuit Qaujimajatuqangit, and northern living experience

The Municipality of Baker Lake is accepting resumes for the position of **Emergency Shelter Coordinator** for the **start-up phase of a men's homeless shelter**. Submit your resume and cover letter detailing your qualifications, skills and experience to the Senior Administration Officer (SAO) before the closing date of listed below.

This employment opportunity is open to residents within, and outside of, Nunavut. Priority will be given to local, qualified Nunavummiut. A remote and/or hybrid work schedule may be required. The successful candidate must be willing to travel to/from Baker Lake if required.

The Coordinator will undertake all work required to start-up the men's shelter during the 2025-26 fiscal year, at minimum. Under the direction of the SAO, the Coordinator is responsible for:

- Applying for operational and capital funding dollars from all levels of government, Inuit organizations and related agencies
- Directly overseeing and coordinating required shelter renovations, ordering of materials, building permits, basic shelter set-up, etc.
- Building strong working relationships with key stakeholders, community, government and Inuit organizations
- Developing an annual operating shelter budget
- Creating internal shelter policies, procedures and trauma-informed, culturally sensitive programming for shelter residents
- Identify and develop shelter staffing levels, needs and training requirements and job descriptions

The knowledge, skills and abilities required for this job are usually obtained through successful completion of a post-secondary diploma/degree in human services and/or public administration, combined with a minimum of 2 years relevant work experience. Acceptable combinations of education and experience may be considered.