



JOB DESCRIPTION

Title: MAP Emergency Response Plan Writer

Background:

Multi-Agency Partnership BC (MAP) is a collaboration of more than forty-five government and non-government agencies working to support refugee claimants in the BC Lower Mainland. Settlement agencies, housing providers, lawyers, information providers and government agencies meet monthly to address the needs of newly arrived claimants.

The mission of MAP is to ‘*work collaboratively to identify barriers and provide solutions to promote the protection and well-being of refugee claimants and service providers, by facilitating networking and information sharing.*’

MAP also works proactively through its Working Groups that address the most pressing needs. Currently the **MAP Emergency Planning Task Force** is extremely active in planning for an unexpected and substantial increase in refugee claimants.

The global pandemic has halted travel, including the passage of refugee claimants to Canada. Over the last two years arriving claimant numbers have fallen dramatically: what has happened to those who regularly and normally seek refuge in Canada? Are they waiting to arrive once the pandemic is over? Will we see a large increase in numbers suddenly, or over time?

Likewise, events in Central America, Afghanistan and elsewhere are precipitating large movements of people some of whom may come to Canada as claimants. We cannot predict, but we should prepare. Because of this MAP members agreed to get prepared – for whatever eventuality – and create a Plan for an Emergency Response to guide and advise MAP’s member agencies and support the government at all levels in aiding the response.

The Position:

Reporting to the MAP Emergency Task Force, MAP requires the skills and assistance of an Emergency Plan Writer to assemble the information needed and create a Plan to Respond for when BC experiences a substantial increase in refugee claimant arrivals. More specifically to:

TASK	DELIVERABLE
Gather information from the Task Force, MAP member agencies, government bodies, other stakeholders necessary to setting up a plan.	Increased data and resources to build the Plan
Create an easily readable plan	Plan Draft 1
Revise plan and present to MAP Task Force	Plan Draft 2 - Final
Create one presentation to communicate the Plan to MAP members, government agencies and other stakeholders	PowerPoint
Assist in one presentation	1 hour presentation

Approximate contract period:

Starting as soon as possible the plan must be created and communicated by March 2, 2022.

We are looking for someone who is:

- An excellent writer and communicator
- Experience in disaster planning and response

- Has working knowledge of the refugee claimant process in Canada and is knowledgeable about local communities and resources
- Organized and efficient, accurate and detail-oriented
- Wants to make a difference in the world of refugee claimants

Contract payment: All costs must be covered by a maximum recompense of \$3,000.00.

If you would like the opportunity to participate in MAP's work with claimants, please email your resume and your motivation for wanting to be considered for this position to MAP via:

Jenny Moss, Executive Coordinator: info@mapbc.org

If you have questions, please contact Jenny Moss as above.

Interviews will be held the second week of January – please apply in good time.

Unfortunately, only applicants selected for interview will be contacted.

Thank you for your interest

Thanh Lam

MAP Co-chair/Emergency Task Force

Nov 2021/jm