



TPS Clinic Lead

Project Overview

The purpose of this project is to plan and execute a series of Temporary Protective Status (TPS) clinics over a three-month period, starting in August. The clinics aim to provide legal assistance and support to eligible individuals seeking TPS. The Immigration Attorney will be the primary lead, supported by the External Affairs Specialist and the Immigration Assistance Services (IAS) Team.

Project Duration

- **Contract Period:** August 1, 2024 - October 31, 2024
- **Weekly Hours:** 25-35 hours per week
- **Total Weeks:** 15 weeks

Scope of Work

| Week 1 | <ul style="list-style-type: none">● Develop initial TPS clinic strategy● Starting preparing clinic materials● Begin identifying potential legal organizations and community partners |
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| Week 2 | <ul style="list-style-type: none">● Finalize the comprehensive TPS clinic plan.● Continue developing legal materials.● Initiate contact with potential partners |
| Week 3 | <ul style="list-style-type: none">● Refine logistics based on initial feedback.● Complete legal materials and guides.● Establish initial partnership agreements. |
| Week 4 | <ul style="list-style-type: none">● Finalize all legal documentation.● Conduct meetings with confirmed partners. |
| Week 5 | <ul style="list-style-type: none">● Organize initial training sessions for volunteers. |
| Week 6 | <ul style="list-style-type: none">● Clinic Execution - Oversee the first TPS clinic.● Address any operational issues. |
| Week 7- 14 | <ul style="list-style-type: none">● Oversee Clinics● Addressing operational issues.● Provide direct legal assistance at the clinic. |



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| | <ul style="list-style-type: none">• Evaluate initial clinic outcomes with partners.• Update materials based on feedback from the first clinic. |
| Week 15 | <ul style="list-style-type: none">• Finalize the comprehensive evaluation report.• Provide recommendations for future TPS clinics.• Conduct a debrief meeting with the External Affairs Specialist and IAS Team. |

Deliverables

- **Comprehensive TPS Clinic Plan:** Due by August 15, 2024
- **Legal Materials and Guides:** Due by August 22, 2024
- **Partnership Agreements:** Ongoing, with initial partnerships established by August 31, 2024
- **Training Sessions:** Completed by September 15, 2024
- **Regular attendance to ORI Planning Meetings:** Ongoing
- **Final Evaluation Report:** Due by November 15, 2024

Qualifications

- **Licensed Attorney:** Must be a licensed attorney in good standing.
- **Experience in Immigration Law:** Demonstrated experience in immigration law, specifically with I-821 applications and Humanitarian Parole
- **Strong Organizational Skills:** Proven ability to manage multiple tasks and coordinate with various stakeholders.
- **Excellent Communication Skills:** Ability to effectively communicate with multiple community partners and stakeholders about planning logistics, reporting, etc.

Support Provided

- **External Affairs Specialist:** Assistance with logistics and scheduling of venue, food, and materials.
- **IAS Team:** Logistical support, volunteer coordination, and resource management.

Submission Process

Interested candidates should submit their resume and a proposed plan outline to Stephanie Rosario Rodriguez at srosario@miracoalition.org, these are accepted on a rolling basis. Interviews will be conducted on a rolling basis, with the selected attorney starting immediately upon contract signing. Please submit with the subject line **“TPS Lead”**