

How to Apply — Bilingual Client Intake & Client Care Specialist

Required to Be Considered

To help us evaluate communication skills, professionalism, and language fluency, you must submit:

Two short videos (30–60 seconds each):

Video 1 — In English

Pretend you are calling a potential client to help them schedule a paid consultation.

Video 2 — In Spanish


Same scenario, in Spanish.

Your tone should be **warm, professional, confident, and natural** — not memorized word-for-word.

Videos must show your voice clearly; face is optional.

How to Submit

You may submit your application in either way:

 **Option 1:** Upload your videos to **YouTube or Vimeo** (unlisted) and email the links + your résumé to:



 **Option 2:** Upload your videos directly **inside Pros Marketplace** with your résumé.

Also Include

Please attach or upload:

- ① **Your résumé (PDF preferred)**
 - ② **A short message explaining why you enjoy helping families take action**
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Deadline

 Your application must be submitted within **14 days** of this job posting.

File Naming Format (Required)

Please label your videos using this format:

[YourName]_ENGLISH

[YourName]_SPANISH






Example:

MariaGomez_ENGLISH

MariaGomez_SPANISH

This helps us keep applicant files organized.

Applications Will Not Be Reviewed If:

-  Videos are missing
 -  Only one language is submitted
 -  No résumé is attached
 -  The applicant gives legal advice in their video
 -  The applicant ignores file naming instructions
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IMPORTANT — Do Not Give Legal Advice

In your videos or future work, you **must not**:

- Give legal opinions
- Promise outcomes
- Quote legal fees not provided by the script
- Offer guidance not provided directly by the firm

 Your job is to **guide clients to the attorney**, not advise them.
