

## Job Description

# WILDAID

## Part-time Video Editor

### Introduction

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid operates with a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and maritime law enforcement capacity building.

### Responsibilities

The Video Editor will be responsible for supporting the Director of Video Production with editing WildAid campaign, brand and social videos, handling media requests, and inputting and maintaining the video and stills libraries.

### Media Library Management

- Be the lead person responsible for logging, ingesting, and managing our footage/stills library
- Handle media requests and media research requests from our media partners and international offices
- Convert and re-encode media files as needed

### Video Editing

- Produce campaign videos for social media
- Edit fundraising campaign videos and event highlights
- Create media assets for WildAid events
- Subtitling campaign videos

### Production Assistance

- Assist on-site event AV/ video productions as needed

### Key Competencies & Ideal Profile

We seek an entrepreneurial outgoing person with knowledge of wildlife conservation and wildlife trade issues. This individual will be inspired by the opportunity to play a pivotal role in WildAid's efforts to end the illegal wildlife trade. Familiarity with wildlife protection programs will be an asset. Ideal candidates will have three or more years of increasingly responsible roles at a fast-paced, growth-oriented organization.

All staff members must be comfortable in an entrepreneurial culture. Strong project management skills and the ability to prioritize multiple, often competing demands are critical. The successful candidate must be able to work independently without a great deal of supervision. They must also have excellent interpersonal skills to influence and collaborate with partners.

### Required Qualifications

- A Bachelor's degree in a related field, or other relevant education
- 3+ years of professional video editing experience, preferably in a corporate or non-profit environment

- Experience with Adobe Premiere Pro, After Effects, Photoshop (Windows PC)
- Knowledge of video and photo compression codecs
- Strong media management skills
- Strong project management skills
- Excellent writing and editing skills
- Strong verbal communication skills
- Ability to work independently and as part of a team
- Highly organized multi-tasker

**Desired Qualifications**

- Previous experience with social media videos
- Previous experience with DAM/MAM software
- Event videography skills and experience
- Event AV production experience
- Ability to create motion graphics and animations is a strong plus

**Location**

San Francisco, California (hybrid)

**Compensation**

This is a part-time, non-exempt position.

\$40 - \$45 per hour W2

We expect to average 12 hours a week.

**Benefits**

Accrued Paid Time Off

Accrued Paid Sick Leave

401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral

Leaves of Absence (where required by law)

**To Apply**

Please send CV, cover letter, a demoreel or sample of your work, and where you heard about this job to [jobs@wildaid.org](mailto:jobs@wildaid.org) with the subject "WildAid Part-time Video Editor Application". Information sent to other email accounts will not be considered. Due to the high volume of applications, only those chosen to interview will be contacted.

The successful applicant must be authorized to work in the US and meet the requirements of WildAid's background screening process.

**Application Deadline**

March 12, 2025

**Equal Opportunity Employer**

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.