



## Job Description

<b>Job Title:</b>	Video Editor
<b>Department:</b>	International Support Unit
<b>Reports to:</b>	Digital Communications Executive
<b>Location:</b>	Islamabad
<b>Contract Type:</b>	Contractual/Annual
<b>Budgeted Salary:</b>	PKR 150,000 to 200,000/-
<b>Position Overview</b>	We are looking for a Video Editor to lead the creation of high-quality feedback videos for major donors. This role is centered around capturing and producing on-ground content that shows the impact of our work. The candidate will be responsible for travelling to project locations when required, filming beneficiary feedback, and turning that footage into videos. In addition, they may occasionally support with video content for social media and campaigns.
<b>Main Responsibilities</b>	<p><b>Donor Feedback Videos (Primary Focus)</b></p> <ul style="list-style-type: none"> <li>• Edit and produce high-quality feedback videos for major donors, showcasing project impact.</li> <li>• Structure and present beneficiary stories in a clear, respectful, and engaging way.</li> <li>• Ensure videos are well-paced, easy to understand, and aligned with donor expectations.</li> <li>• Add subtitles, basic graphics, and sound to enhance clarity and storytelling.</li> <li>• Deliver videos on time, meeting deadlines.</li> </ul> <p><b>Filming &amp; Field Work</b></p> <ul style="list-style-type: none"> <li>• Travel to project locations to capture beneficiary feedback and project footage.</li> <li>• Conduct and film interviews with beneficiaries and field teams.</li> <li>• Ensure high-quality video and audio recording in various environments.</li> <li>• Capture authentic and impactful content that reflects the real impact of projects.</li> </ul> <p><b>Additional Video Support (Secondary)</b></p> <ul style="list-style-type: none"> <li>• Occasionally create or edit video content for social media and campaigns.</li> <li>• Adapt field footage into short-form content where needed.</li> <li>• Support ongoing appeals/campaigns when required.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Organize and manage video files and maintain a structured archive.</li> <li>• Ensure all content aligns with organizational guidelines and values.</li> <li>• Work closely with internal teams to understand project requirements.</li> <li>• Stay updated with basic video trends and formats.</li> <li>• Undertake any additional tasks as required by the Line Manager.</li> </ul>
<b>Required Qualifications and Skills:</b>	<ul style="list-style-type: none"> <li>• Proven experience in video editing and filming.</li> <li>• Proficiency in tools such as Adobe Premiere Pro (After Effects is a plus)</li> <li>• Strong understanding of storytelling, especially for real-life impact content.</li> <li>• Ability to film interviews and capture clear audio in field conditions.</li> <li>• Good organizational and time management skills.</li> <li>• Willingness and ability to travel regularly for fieldwork.</li> </ul> <p><b>Preferred Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in NGOs, charities, or social impact storytelling.</li> <li>• Experience creating donor or impact-focused content.</li> <li>• Ability to create simple subtitles and clean, minimal edits.</li> <li>• Portfolio showcasing relevant video work (especially interviews/field content).</li> </ul>