



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Bilingual Videographer/Editor

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Director of Digital Marketing

**SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

UnidosUS is seeking a creative and energetic Videographer/Editor who will be responsible for the planning, recording, photographing, filming, and editing of impactful content in support of UnidosUS's programs, policies, and organizational goals.

The ideal candidate has at least five years of experience in video or film, with a keen understanding of the use of storytelling to communicate with audiences in ways that is impactful and inspiring, as well as a strong familiarity with the distribution of that content, including live productions such as Facebook and Twitter lives, Zoom webinars, and the like.

The candidate will have professional-level video shooting skills, including all aspects of field production setup (sound mixing, lighting design, camera position, and subject framing with a specific focus in a live news-based medium). The candidate also must have a deep knowledge of post-production workflows and be able to flow seamlessly from shooter to producer to editor.

This is a fast-paced, highly visible role where the candidate will be interfacing directly with senior leadership, including the organization's president and CEO, along with external VIPs. The Videographer will report to the Director of Digital Marketing and will be based in Washington, DC.

## **RESPONSIBILITIES**

- Field produce, shoot and edit stories, feature reports, live events, and multi-camera productions.
- Operate cameras, manage gear and other technologies, lights, mics, editing software.
- Cover press events and live reports from major Washington, DC locations, including The Capitol.
- Editing both original and pre-recorded content for new pieces.
- Ability to edit short/quick packages on site and convert them to multiple formats.
- Manage the production of Facebook Lives, Twitter Lives, and Zoom webinars.
- Managing the organization of the project and related media assets as well as backing up/archiving work.
- Periodic travel required
- Support tracking and reporting results, as well as help analyze impact of video initiatives on various key performance indicators (KPI) (i.e., views, engagement, growth trends, campaign successes); suggest optimization tactics.
- Identify and propose innovative ideas in support of key program or organizational goals.
- Stay up to date with the latest video and digital media best practices and technologies.
- Work with copywriters and designers to ensure content is produced in a timely manner and that content is informative and appealing.
- Collaborate with internal and external stakeholders.
- Work directly with senior leadership, including the organization's president and CEO and VIPs from external partners.

## **QUALIFICATIONS**

- Bachelor's degree in TV/film, marketing, communications, or related field.
- Five (5) to seven (7) years of relevant experience as a videographer and editor in a similar role.
- Strong understanding of post-production workflow and the ability to provide recommendations to any process/workflow to increase efficiency.
- Understanding and/or interest in the Latino community and the issues the organization focuses on: education, economic empowerment, health, immigration, and civic engagement.
- Experience working across different teams to inform and produce content, including interfacing with VIPs and their offices.
- Proficient in Adobe Premiere (or Final Cut Pro) and Adobe Creative Suite (i.e., Premiere, After Effects, Photoshop).

- Knowledge of appropriate file formats, codecs, and their proper handling in a post workflow.
- Adept at organizing projects, managing workload for multiple projects, and meeting deadlines.
- Knowledge of appropriate file formats, codecs, and their proper handling in a post workflow.
- Familiarity with animation a plus.
- Steadfast commitment to UnidosUS mission, vision, and values of Excellence, Accountability, Respeto.
- Commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market.
- Demonstrated experience working in nonprofits, community-based organizations, and diverse communities.
- Ability to operate professional video cameras (e.g. Sony FS5, A7III); ability to handle basic color correction preferred.
- Able to capture photographs for events and campaigns, as well as headshots for new employees.
- Ability to perform basic sound design and audio mixing.
- Ability to implement provided graphics and titles, and ideally the ability to create original graphics/animation would be preferred.
- Keen understanding of social media and its intersection with video.
- Excellent multitasking and strong time management skills.
- Critical thinker with attention to detail and problem-solving skills.
- Team player with excellent interpersonal and communication skills
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365.
- Bilingual (English/Spanish written and verbal) skills required.

**Employment with UnidosUS is contingent upon successful completion  
of a background screen.**

**Please note:** Only those applicants who submit a cover letter, résumé, and video sample will be considered for this opportunity.

**SEND COVER LETTER, RÉSUMÉ, AND VIDEO SAMPLE TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Videographer/Editor

**Attn:** Director, Digital Marketing

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*