

Graphic Design Contractor

Background:

Scope of Work

The Continental Divide Trail Coalition (CDTC) is seeking a graphic design contractor to design CDTC's 2024 Congressional Report and other related handouts (1-pagers) for advocacy efforts during [Hike the Hill 2024](#). The contractor will be responsible for delivery of the following projects and associated tasks during the contract period:

- a) Collaborate with CDTC's Trail Policy Manager (and other CDTC staff as needed) to design the 2024 Congressional Report and 3 one-pager handouts for advocacy priorities
 - i) Examples of past Congressional Report can be found here: [2023](#), [2022](#)
 - ii) Specifics for these deliverables include InDesign packaged files, high-quality pdf's for print
- b) Design in accordance with CDTC style guide and previous Congressional Reports.

Goals and Qualifications

The primary goal of this contract is to deliver design on projects that elevate CDTC's work to decision makers in Washington D.C. and across the trail. CDTC is seeking an individual experienced and successful in graphic design, and ideally one who is familiar with the outdoor/environmental sector.

The successful candidate will be able to do the following:

- Work closely with CDTC staff to develop engaging content for the 2024 Congressional Report and related handouts relevant to CDTC's audience and CDTC's priority initiatives
- Build content that reinforces principles of justice, equity, diversity, and inclusion, and demonstrates CDTC's commitment to helping ensure all individuals feel welcome and can identify with the CDT experience
- Feel proficient using Google Suite, Zoom, Adobe Creative Suite, and other digital products to produce high-quality information and collaborate with CDTC staff

Administration and Time Commitment

This contract will be managed by CDTC's Trail Policy Program Manager. The person in this position will work closely with the Trail Policy Program Manager to maintain voice and branding consistency in all created materials, publications and other outward facing communications.

Location: Remote

Budget: CDTC has a budget of \$2500 - 3000 for this work.

Timeline: CDTC would like this contract to begin no later than December 9, 2023 and run until February 9, 2024.

Response to Proposal:

Please submit a brief response of no more than two pages explaining your ability to provide the services outlined above. Please include links or samples of past work (these examples will not count towards the page limitation).

Responses are due to LFisher@continentaldividetrail.org by November 26, 2023.