



## GRAPHIC DESIGNER

**PART TIME (10 - 20 hrs/wk) // FULLY REMOTE + FLEXIBLE SCHEDULE**  
**\$45,000 - \$75,000/yr // BENEFITS NEGOTIABLE**

**Application Deadline // Monday Dec 22nd, 8am PST**

**HELLO! //** We are searching for a part-time **Graphic Designer** to join TOPO Collective starting early 2024. This is a unique position, with significant flexibility and room to grow. This is a great opportunity for an experienced, successful freelancer who wants to spend a portion of their time working with a regular team, and may be interested in moving towards a full-time position with a mission-driven company.

This is a **remote, part-time** (10-20 hrs/wk) position, with the possibility of converting to full time in the future *or remaining part-time indefinitely*. Our team is fully remote, and we have developed patterns for **flexible** work schedules, independent and collaborative working processes, and the tools to support both.

Common design projects for this role include documents and reports, web sites, and infographics. The ideal candidate has experience with creating maps (though we are willing to train the right person in this area). And, a possible cherry on top is experience with motion graphics, particularly animated maps.

Most importantly, the successful candidate is passionate about the intersection of **people + planet**. This is where we thrive! Our work focuses on conservation, natural resources, wildfire prevention, climate change solutions, equitable access to the outdoors, sustainable trails, and outdoor recreation. We're looking for somebody who is just as excited about those topics as we are.

**A LITTLE BIT ABOUT US //** TOPO Collective is a creative services firm designed to support conservation, natural resource, and outdoor recreation organizations. We help these organizations make an impact by combining data, science, storytelling, and metrics to produce measurable results. Our flagship service is video + photo production, but we also provide social media strategy + management, graphic design and document layout, interactive and static mapping, signage and environmental graphics, and web design + development. We predominantly work with freelancers and contractors to deliver beautiful, impactful results to our clients who are mostly nonprofits and government agencies. We are a small firm, but looking to grow over the next 6-12 months.

**WE ARE COMMITTED TO DIVERSITY AND INCLUSION //** We believe that the best ideas happen where diverse perspectives intersect and engage. It is critical that we provide our clients with an abundance of free-range ideas, concepts, and ways of moving forward in the world. In order to do that, we need a diverse team and an inclusive culture. This allows all voices to flourish and enhances our creative process. It's not just the right thing to do, but also good for our clients and therefore good for our business.

TOPO Collective is a proud member of



## JOB TITLE // GRAPHIC DESIGNER

**RESPONSIBILITIES + TYPES OF PROJECTS** // This position will report to the Creative Director, and will work on a wide range of client projects as well as TOPO's own marketing needs. Typical responsibilities and projects may include:

### **DIGITAL MEDIA (+/- 50% of the expected time for this position)**

- Work with the Creative Director to produce creative for clients and for TOPO's marketing
- Design infographics, charts, tables, or other "technical" graphics for clients
- Design web sites / pages for client projects to be built by developer partners
- Design + build no-code web sites / pages for client projects or TOPO's marketing needs
- Design social media content for client projects or TOPO's marketing needs

### **PRINT COLLATERAL (+/- 20% of the expected time for this position)**

- Work with the Creative Director to produce a variety of printed collateral (brochures, reports, etc.)
- Manage the printing of collateral, working with the Creative Director on proofing

### **MAPS + CARTOGRAPHY (+/- 20% of the expected time for this position)**

- Design map-based projects, such as trail maps or site maps for clients\*
- Provide design direction for interactive or animated maps to partners

### **VIDEO + MOTION GRAPHIC INPUT AND REVIEW (+/- 5% of the expected time for this position)**

- Review media from video or photo productions, provide creative direction and feedback
- Provide creative direction for design motion graphics (e.g. designs for title pages, lower thirds, etc.)

### **GENERAL CREATIVE + ADMIN (+/- 5% of the expected time for this position)**

- Track trends in social media and web design, applying to client work and TOPO's marketing
- Misc marketing tasks for TOPO, including research and design of client pitches / proposals

*\* Creating maps and a strong understanding of cartography are critical to this role. However, we are willing to train the right person to improve skills in this area. If you don't have experience with maps but have a strong design background and an interest in maps, we encourage you to apply.*

**QUALIFICATIONS** // We are looking for a sharp, passionate, creative person who has the following:

- A passion for the outdoors - protecting it, enabling access for all, and enjoying it
- 5+ years of relevant experience, particularly in cartography/maps and web design
- Demonstrated interest in design and creating beautiful, visually impactful content
- Strong written and verbal communication skills as well as strong time management skills
- Collaborative attitude and an openness to feedback + critique
- A desire for continuous learning and improvement
- Detail-oriented with exceptional critical-thinking and problem-solving abilities
- Must possess strong working knowledge of Adobe products and, ideally, other design software
- Experience + comfort working with collaboration tools like Slack, Google Drive, and Notion or similar
- Ability to operate independently, with limited supervision or direction

**TIME COMMITMENT //** This is a remote, 10-20 hr/week position. Those hours are generally very flexible, and it is up to the **Graphic Designer** to establish their regular working schedule, working with the Creative Director to find mutually agreeable regular meeting times (e.g. 1:1 meetings). The specific number of hours will be established as part of the position negotiations, and can be updated based on mutual agreement.

**SALARY //** The salary for this part-time (10-20 hrs/wk) position is dependent on experience, skill set and total number of desired hours per week. We expect the final salary to be between **\$45,000 - \$75,000 for 10-20 hrs/wk**, but this will be negotiated with the successful candidate depending on hourly commitment and experience.

**BENEFITS //** Our goal is to hire for the long term. We want the best for our employees, and we want the best to be working at TOPO Collective. We know that everybody has a unique situation, and benefits carry different weights depending on the situation. Therefore, we offer a negotiable benefits package, which may include one or more of the following:

- Medical, dental, vision, life/disability insurance, 529 college savings
- Monthly contribution to Health Savings Accounts (HSA) and/or Flexible Spending Accounts (FSA)
- Annual matching contributions to pre-tax retirement account
- Commission on successful referrals of new, qualified clients to TOPO Collective
- Paid time off (holidays, sick, vacation, mental health)
- Paid time to work on passion projects which are in line with TOPO's mission
- Stipend for co-working space access and/or "work from home" needs (e.g. ergonomic chair, better lighting, etc.)

**DOES THIS SOUND LIKE YOU? //** If it sounds like this opportunity might be for you, please follow [this link](#) to apply. For any specific questions, reach out to [hello@topocollective.com](mailto:hello@topocollective.com).