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**Best Friends National Operation Department  
Digital Learning – Interactive Content and Module Creation in Articulate Rise**

**Volunteer Position Description**

**Reports to:** Manager, Program Training & Business Analyst, National Operations

**Organizational Impact:** Help the National Operations team create engaging, high-quality eLearning in Articulate Rise for employees and volunteers. Your work will support consistent, effective training, foster individual growth, and directly advance Best Friend's no kill mission and organization success. Ideal for experienced instructional designers who enjoy building accessible, interactive learning experiences.

**Time Commitment and Location of Work:**

- *Remote, can be done on a home computer.*
- *2-5 hours/week*
- *Open to project based or longer term support. (Ongoing projects available.)*

**Core responsibilities:**

- Convert existing content into engaging, interactive training using Articulate Rise and/or Storyline.
- Collaborate with the National Operations team to update and improve specific current Articulate Rise modules.
- Suggest ideas to strengthen or expand training materials for better learner engagement and accessibility.
- Assist with content quality and organization, including reviewing materials, identifying content ownership, and content indexing.
- Accurately track and log volunteer hours in the volunteer database.

**Qualifications/Requirements:**

- Experience with or ability to quickly learn Articulate 360, Rise and Storyline
- Strong attention to detail
- Graphic Design experience
- Personal computer and reliable internet access
- Regular access and willingness to check email
- Ability to be both creative and work within guidelines
- Must be proactive and able to work independently with minimal supervision
- Track and input hours into volunteer management system
- Willing to use a Best Friends volunteer email address, which requires:
  - Signing a Non-Disclosure Agreement;
  - Access to personal computer with antivirus software installed;



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- o Downloading an approved app onto a personal smartphone for the purpose of multi-factor account authentication

*Please email your resume and/or portfolio to [nationalvolunteers@bestfriends.org](mailto:nationalvolunteers@bestfriends.org)  
if interested in volunteering*