

Regional Implementation Library Assistant Volunteer Position Description

Reports to: Kim Clonch, Project Communications Lead, Collaboration Hub

Organizational Impact: The presentations created through this project will be available in a resource library and widely shared with animal shelters and rescues. They will provide many recipients with programming, and expertise to increase their lifesaving. This will help save dogs and cats nationwide.

Position Function/Goals/Deadlines:

- 35 presentations need text updates, formatting, and branding. They will be added to the upcoming Regional Implementation Library and used by Best Friends Strategists and Specialists. There may be more work that follows the presentations.

Time Commitment and Location of Work:

- Work is performed remotely, from volunteer's home
- 2-5 hours per week, starting as soon as possible, July 2026
- Launch date is September 2nd, there will be more resources added post-launch. Work will likely wrap up by end of November.

Core responsibilities:

- Use Claude AI to replace existing text in presentations. Run the presentation through Claude using prewritten project instructions for formatting and branding.
- For presentations over 32 pages, split them into two, run them separately, and merge final presentation back together.
- Manually review each presentation for quality, making any necessary updates and adding logos.
- Send completed presentation to staff supervisor, Kim Clonch.
- Track and input hours worked into the Best Friends volunteer database.

Qualifications/Requirements:

- Must have experience/comfort with using platforms like Microsoft Outlook and Teams.



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- Familiarity with using AI. This project will be using Claude so volunteer must have access to Claude (free version is fine!)
- Graphic design experience a plus but not required
- Willing to use a Best Friends volunteer email address, which requires:
 - Signing a Non-Disclosure Agreement;
 - Access to personal computer with antivirus software installed;
 - Downloading an approved app onto a personal smartphone for the purpose of multi-factor account authentication (e.g. Google Authenticator);
 - Checking the Best Friends email account every few days for the duration of the project except when otherwise communicated to the project supervisor.

Please email nationalvolunteers@bestfriends.org if interested in volunteering