



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

Taelor

2. Organization Overview:

Taelor is a sustainability-focused company that leverages Gen AI to solve one of the world's biggest challenges: reducing inventory waste. We achieve this by offering an AI stylist and a menswear rental subscription service, helping busy men look sharp without the need to purchase clothes. With 10x growth, Taelor is backed by leading investors, including Goodwater Capital (investor in Facebook and Spotify), Bling Capital (early backer of Lyft), and YouTube's founder.

A graduate of 500 Global and Draper accelerator programs, Taelor is a women-founded company led by experienced leaders who have spearheaded innovations like Meta's Facebook Shopping, eBay's emerging markets, McDonald's global food delivery expansion, and Starbucks' food operations. Taelor helps busy men look good without going out to buy clothes. For a flat monthly fee, our customers get clothing items to wear per month. Our AI and personal stylist pick perfect items to make customers stand out. Their items arrive clean and ready to wear. They can wear them for weeks. There's no commitment to buy. If they really love something, they can keep it for a discount. When they're ready to swap, they can return the dirty clothes and get new ones. No more shopping or laundry.

Taelor offers 300+ brands, thousands of styles and completed outfits from head to toe. We offer a mix of well known brands, unique international designers and sustainable companies. High quality products range in a variety of categories from dress shirts, casual shirts, sweaters, henleys, to jackets and pants to rent.

3. Type of Organization: Private Company NGO Public Sector

Research Institute Other: _____



**4. Industry / Field:**

- Manufacturing
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defense; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities

5. Website / Social Media:

<https://taelor.style/>

6. Address / Location:

3501 Breakwater Ave, Hayward, CA 94545

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- **Official Internship Title:** Merchandise Coordinator
- **Number of Openings:** Vacancies 1-2

2. Internship Details

- **Duration (Start Date – End Date):** 2026/7/1~2026/9/30
- **Working Hours per Week:** 40 hours
- **Type of Internship:** Project-based Rotational Research
Administrative Other: _____

3. Key Responsibilities

In this role, you will be responsible for managing our online product listings, ensuring accurate and timely updates to our inventory database, and coordinating with the Category Manager to prepare for new product launches. As a Merchandise Coordinator, you will be the key support role to the Category team assisting on all aspects of the day to day needs of the business. You will play a pivotal role in team admin, reporting, inventory management, and data entry for product assortments.

- Complete product inventory upload templates and product tags with accuracy and timeliness. Manage online product listings including product images and product descriptions. Assist with management of inventory database and lifecycle to ensure all products are accurately tagged and attributed, including any products that need size adjustments.
- Assist with physical inventory management when needed i.e. unpacking new inventory, barcoding, inspecting, processing returns.
- Coordinate, manage, and pull samples for photoshoots and add finished product images to online platforms.
- Support special projects as needed

4. Learning Objectives & Expected Outcomes

As above description.

5. Supervisor/Mentor Information

- **Name / Title:** Phoebe/COO (Co-founder)





6. Qualifications & Requirements

- **Required Academic Background:** not specific, but related to cloth or design is better
- **Required Languages:** as below/English
- **Preferred Skills / Experience:**
 - i. Interested in Fashion
 - ii. Has strong work ethics
 - iii. Strong organizational, analytical skills and attention to detail
 - iv. Ability to work independently and manage multiple tasks simultaneously
 - v. Strong written and verbal English communication skills
 - vi. Proficient in Microsoft Office and Google Workspace
 - vii. Knowledge of basic fashion preferred
 - viii. Bachelor's degree in Business Administration, Fashion, Merchandizing or related field preferred

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid
- **Accommodation / Transportation / Meals Provided:** N/A

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- **Official Internship Title:** Assistant Stylist
- **Number of Openings:** Vacancies 1-2

2. Internship Details

- **Duration (Start Date – End Date):** 2026/7/1~2026/9/30
- **Working Hours per Week:** 40 hours
- **Type of Internship:** Project-based Rotational Research
Administrative Other: _____

3. Key Responsibilities

- Review the customer's style quiz results, product feedback and wish list to curate a selection of personalized items for each customer.
- Responsible for understanding all inventory and brands including fit, quality and performance.
- Responsible for improving customer retention and satisfaction by proving the optimal styling and customer experience.
- Support and work closely with merchandising team to discover new styles.
- Support inventory utilization and performance strategy.
- Collaborate with UX, tech and our customer service team to help solve customer issues and improve user experience.
- Provide feedback regarding style quiz, styling process, online system and assortment of inventory.

4. Learning Objectives & Expected Outcomes

As above description.

5. Supervisor/Mentor Information

- **Name / Title:** Phoebe/COO (Co-founder)

6. Qualifications & Requirements

- **Required Academic Background:** not specific, but related to cloth or design is better
- **Required Languages:** as below/English
- **Preferred Skills / Experience:**





- i. Have online styling experience for menswear.
- ii. Are motivated by challenge and a natural problem solver.
- iii. Are passionate about delighting customers to look and feel confident one style at a time.
- iv. Are responsible and highly efficient with time management skills.
- v. Are committed to continuous improvement and growth.
- vi. Are flexible and available to support the scheduling needs of the business.
- vii. Are an effective communicator with strong spoken and written communication skills.
- viii. Are presentable, personable, delightful and professional when talking to our customers.
- ix. Are tech-savvy, a self-starter and a quick learner when working with new technology.
- x. Have strong computer skills including navigating websites, Gmail and other online platforms.

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid
- **Accommodation / Transportation / Meals Provided:** N/A

