



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

Sparknify

2. Organization Overview:

Sparknify is a future-focused PR and marketing company that blends creativity with technology to shape the evolving relationship between humanity and AI. From immersive brand experiences and AI-powered campaigns to experiential storytelling and community-driven initiatives, we help brands, innovators, and global organizations craft narratives that inspire action and shift culture. We specialize in helping startups grow, scale, and establish a strong presence in Silicon Valley and the broader U.S. market. With deep roots in the tech, we also invest in the next generation through hands-on programs that introduce youth to emerging technologies, entrepreneurship, and innovation.

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:**

www.sparknify.com

6. Address / Location:

1630 S. Delaware St #5638, San Mateo, CA 94402

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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:** Content Creator
- **Number of Openings:** open to 1 position

2. Internship Details

- **Duration (Start Date – End Date):** 2026/7/1-2026/9/31
- **Working Hours per Week:** 40 hours / week
- **Type of Internship:** Project-based Rotational Research
 Administrative Other: _____

3. Key Responsibilities

- Assist in the planning, coordination, and execution of live events and media-related projects, from initial concept development to on-site execution and post-event follow-up.
- Collaborate with startups, creators, and cross-cultural teams to support content production, event logistics, and stakeholder communication in a fast-paced, international environment.
- Support project management tasks including scheduling, task tracking, documentation, and coordination across internal and external partners.
- Assist in the preparation of presentation materials, event briefs, media content, and post event reports in English.
- Support communication between Taiwan-based and Bay Area stakeholders, helping to bridge cultural, language, and business perspectives when needed.
- Conduct basic research on innovation trends, startup ecosystems, and media storytelling in Silicon Valley to support event themes and content development.
- Participate in team meetings and project reviews, contributing ideas and feedback to improve event quality, workflow efficiency, and audience engagement.
- Support ad-hoc tasks related to media operations, community engagement, and partnership development as required.





4. Learning Objectives & Expected Outcomes :

Gaining hands-on experience at the heart of the global tech and media ecosystem, collaborating with startups, creators, and cross-cultural teams. Learn how to manage live events and media projects from concept to execution, sharpen communication and project management skills in an English-speaking environment, and better understand how innovation, storytelling, and business work together in Silicon Valley. This role will also help them build an international network and develop the confidence to bridge opportunities between Taiwan and the Bay Area in their future career.

5. Supervisor/Mentor Information

- **Name / Title:** Chanel Chan

6. Qualifications & Requirements

- **Required Academic Background:** Media, Film, Marketing, Business
- **Required Skills / Languages:** Editing, Filming / English
- **Preferred Skills / Experience:** Lighting, Audio Tech. Friendly with youths. Crafting. AI Tools.

7. Compensation & Benefits

- **Salary / Allowance:** \$100/week
- **Accommodation / Transportation / Meals Provided:** No

