

## Ignited

Address	<b>Ignited</b>   5301 Stevens Creek Blvd; PO Box 58059; Mail Stop WO   Santa Clara, CA 95052-8059   <a href="mailto:info@ignitededucation.org">info@ignitededucation.org</a>   408-553-2267
Website	<a href="https://www.ignitededucation.org/">https://www.ignitededucation.org/</a>
Mission	To empower educators with industry connections so they can create cutting-edge curriculum that transforms their students' career trajectories.
Intern Title	<b>Teacher Tours: Program Logistics &amp; Communications Intern</b>
Internship Description	<p>Do you love planning, organizing, and making things run smoothly behind the scenes? Join us as a <b>Teacher Tours Intern</b> and help bring unforgettable experiences to life! You'll play a key role in planning and coordinating our teacher tours—events that connect educators with inspiring workplaces and industry leaders.</p> <p>This isn't just about sending emails and making schedules (though you'll do that, too)—it's about creating engaging, seamless, and memorable events that make a real impact, including a feasibility study to explore the possibility of expanding our programming to the Seattle metro area. If you're detail-oriented, love working with people, and get a little thrill from checking things off a to-do list, this might be the perfect fit.</p> <p>Possible extension - Teacher recruitment: Help us promote our Fellowship Program to teachers in the Seattle metro area.</p>
Responsibilities	<p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Tour Planning &amp; Coordination:</b> You'll be the go-to person for all tour logistics, from transportation to on-site needs. You'll communicate with partners and vendors to lock in all the fun details, like daily lunches and photo opportunities for social media.</li> <li>• <b>Communication &amp; Document Creation:</b> You'll have the chance to apply your creative skills by crafting clear, polished, and visually stunning schedules and itineraries that get everyone excited and keep them on track.</li> <li>• <b>Team Collaboration:</b> You'll work closely with our awesome team to pull off</li> </ul>



	<p>seamless events, troubleshoot on the fly, and even help onboard other interns or coaches.</p> <p><b>Specific Project: Seattle Metro Area Feasibility Study</b></p> <ul style="list-style-type: none"><li>• <b>Objective:</b> Help us be a detective and explore the possibility of expanding our programming to the Seattle metro area.</li><li>• <b>Key Tasks:</b> Using your skills, you'll research other teacher programs in the area and chat with our teacher alumni. Your work will be crucial in helping us figure out if there's a good market for Ignited in Seattle.</li><li>• <b>Deliverables:</b><ul style="list-style-type: none"><li>○ You'll recommend potential funders/companies to approach.</li><li>○ You'll scout and suggest the coolest tour locations that teachers will love.</li><li>○ You'll research the "hidden jobs" and in-demand skills in Seattle that pay well and don't always require a four-year degree, helping us guide students toward amazing careers.</li></ul></li></ul>
Qualifications (required and/or desired)	<p><b>What We're Looking For:</b></p> <ul style="list-style-type: none"><li>• A sharp eye for detail and a natural sense of organization.</li><li>• Strong written and verbal communication skills.</li><li>• Someone who takes initiative and thrives in a collaborative, fast-moving environment.</li><li>• Comfort with Microsoft Office or Google Workspace (Docs, Sheets, Slides).</li><li>• Interest in learning new tools like Canva and Monday.com.</li><li>• Bonus points for a creative flair with design and layouts!</li></ul>
Schedule	Meet with Ignited team 1-2x per week online via Zoom between 8:30-5:30 PST Otherwise independent work
Working Location	We are expecting this to be a largely remote position (85% of the time), however there may be some opportunities to be in-person, for example meeting with the Ignited CEO, meeting Ignited teacher alumni, visiting their classrooms and/or other teacher classrooms, and scoping potential teacher tour locations in the Seattle metro area. Access to a reliable laptop/computer and internet connection is required for this role.