Programs Intern Position

Do you thrive in a fast-paced, dynamic environment and adapt easily to shifting priorities and deadlines? Are you a self-starter who is eager to learn and make a meaningful impact for Historically Black Colleges and Universities? If so, consider applying for the Programs Internship with the 1890 Universities Foundation.

The 1890 Universities Foundation supports and amplifies the work of the 19 historically Black land-grant universities across the United States. The Foundation serves as a connector, facilitator, and advocate by building partnerships, identifying resources, and increasing the visibility of 1890 institutions and the students, faculty, and communities they serve.

As the Programs Intern, you will work with the Vice President for Program Innovation and Implementation, the Director of Grants and Programs, and the Program Coordinator to support and elevate the Centers of Excellence at 1890 Institutions, funded by USDA's National Institute of Food and Agriculture.

Title: Programs Intern
Reports to: Vice President for Program Innovation and Implementation
FLSA Status: Exempt
Location: Virtual
Employment Type: Part-time (15-20 hours per week)
Compensation: Unpaid, but eligible for academic credit

Job Duties:

- Provide administrative support to the Programs Team.
- Organize and maintain the SharePoint document library.
- Attend quarterly Centers meetings and manage related administrative tasks.
- Highlight the impact of the Centers of Excellence at 1890 Institutions.
- Assist with planning meetings, conferences and symposia.

Job Requirements

- Be currently enrolled in a four-year degree-granting college or university.
- Demonstrate proficiency in Microsoft Office 365.
- Communicate effectively in writing and verbally.
- Bring strong analytical, critical thinking, organizational, and interpersonal skills.
- Work effectively in a team environment and manage multiple tasks.
- Be willing to learn new concepts and software needed for the role.
- Experience using Salesforce is a plus.

What You Will Learn

This opportunity will allow individuals interested in working with the Foundation to

- Gain hands-on experience in nonprofit data management and organization.
- Network with nonprofit leaders and federal university partners.
- Contribute to the 1890 land-grant university system.

How to Apply

Email your resume and cover letter explaining why you are interested in the internship and what you would bring to the role to info@1890foundation.org. Use the subject line: Programs Intern Fall 2026.

Application Deadline

The application deadline is Friday, October 16, 2026. Please read the full post and follow the application instructions carefully. Incomplete applications will not be considered.