

**Leadership Pittsburgh Inc.****The Organization:**

Leadership Pittsburgh Inc. (LPInc.) is a 501(c)(3) nonprofit organization whose mission is to strengthen regional leadership through programs, partnerships, and connections. High-impact leaders have skills and passion to become changemakers in their communities. For individuals who are poised to advance to this next level of community impact, Leadership Pittsburgh Inc. amplifies leaders' unique potential through expert level leadership tools, community connections, and an influential community of support.

To achieve this mission, LPInc. produces programming, partnerships, and connections through cohort-based programs, executive networking, nonprofit board matching, and a robust, cross-disciplinary, multi-generational Alumni network. Selection-based programs include Leadership Pittsburgh, Leadership Development Initiative, and the Community Leadership Course for Veterans™. Programs address critical and timely regional topics, foster collaboration between the business and the civic sector, and position leaders as catalysts for positive change.

The organization is staffed by bright, organized, energetic, dependable, and resilient individuals driven by our organization's goal to create a valuable pool of well-informed community leaders who are prepared to meet our region's challenges and shape our future. Often working behind the scenes, we make a significant impact on the people we support as well as the individuals and organizations we serve throughout the region. We're adept at managing a variety of simultaneous projects, which require the particular talent of being able to communicate effectively with people from all different walks of life.

The Role: Program and Outreach Assistant

FLSA Status: Exempt

Prepared Date: August 2023

Job Summary:

The Program and Outreach Assistant is a full-time position providing critical support for the Leadership Pittsburgh Inc. team. As an entry level position, the Program and Outreach Assistant will assume a wide array of responsibilities, including pre-program administrative support, coordination of on-site logistics, and assistance with digital marketing and outreach campaigns. The Leadership Pittsburgh Inc. office is located in downtown Pittsburgh and will be the primary site for this position. LPInc. allows some flexibility in office hours, but some night and weekend programming support will be required in addition to some early mornings and off-site location work. The Program and Outreach Assistant will directly support the work of the Leadership Development Initiative Program Manager and the Alumni Engagement and Outreach Manager, but will also be asked to provide support to the entire Team on a regular basis. This is an important role in a small, entrepreneurial team and is key to keeping activities organized and on track for successful programs implementation.

Responsibilities:

- Assist with attendance tracking for LPInc. meetings/trainings/events/sessions
- Printing and copying of materials for LPInc. sessions and events including agendas, handouts and nametags
- Coordinating of LPInc. program/outreach event logistics (catering, venue, supplies, etc.) and registration needs
- Organization of supplies in preparation for program events (packing/unpacking of LPInc. session materials pre and post session) with the ability to lift 25 lbs. max
- Assist in timely and accurate preparation and distribution of meeting materials and correspondence that may include announcements, acceptance packages, reports, metrics, charts, tables, graphs and thank you letters



- Attending (when requested) program sessions or alumni engagement events that are held in various locations throughout the region
- Support communications, marketing, and social media activity by assisting with the creation of externally-facing collateral (digital and printed)
- Communicate and interact professionally by phone, email, and in person to provide exceptional service to program participants, alumni, business and community leaders, among others

Abilities:

- Provide hands-on logistical coordination in support of the Leadership Development Initiative Program Manager and Alumni Engagement and Outreach Manager
- Work collaboratively with the LPInc. team, but also work independently as a self-starter
- Effectively communicate (written, verbal, listening, inquiring, etc.) internally with teammates and, when necessary, externally with LPInc. stakeholders
- Manage work load and work effectively on multiple programs, projects, and other responsibilities as priorities evolve
- Provide input and creative ideas for program and outreach campaign implementation
- Be able to work at a fast pace
- Have an ability to deal with challenging customers with poise and grace
- Commit to organizational, professional and personal excellence and success; remain mission focused
- Uncover opportunities for professional growth by taking on additional projects beyond the scope of the job
- Openly discuss professional and personal goals with supervisor during one-on-one meetings
- Hold accountability for one's own work and for the success of the team
- Celebrate successes and build on those successes for greater achievement

Qualifications:

- A passion for the Pittsburgh region and its continued collaborative growth
- Associate degree or Bachelor's degree with at least 1-3 years of experience working in an office setting preferred (internship experience considered)
- Planning and organizational skills with a strong ability to manage multiple tasks
- Superior attention to detail
- A positive attitude with a strong work ethic and collaborative mindset
- A commitment to integrity and a desire for continual learning
- An unwavering commitment to providing high-quality customer service – internally and externally
- An ability to adeptly manage relationships and focus on continuous improvement
- A proficiency in Microsoft Office (Word, Excel, Outlook, etc.) and Adobe applications
- Experience in social media posting and implementation
- Experience with design application Canva is preferred but not required

Compensation: This position has a competitive base salary for an entry level position, excellent benefits package including health, dental, and vision insurance, a 401K plan, and paid time off.

To apply for this job, please send a cover letter and resume to info@lpinc.org.