

Programs Assistant Job Description

The Organization: Leadership Pittsburgh Inc.

The mission of Leadership Pittsburgh Inc. (LPInc.) is to strengthen regional leadership through programs, partnerships, and connections. LPInc. works toward a Southwestern Pennsylvania where high-impact leaders are informed about community issues, connected to regional leaders, and working across sectors to leverage sustainable, equitable solutions for the region to thrive.

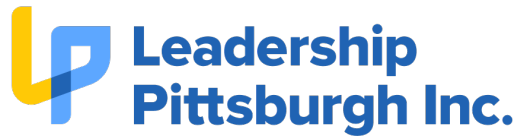
The organization is staffed by bright, organized, energetic, dependable, and resilient individuals driven by our organization's goal to connect and empower leaders in the Southwestern Pennsylvania region to become civic changemakers in their communities. Often working behind the scenes, we make a significant 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.

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| The Role: | Programs Assistant |
| Reports To: | Senior Manager, Programs & Strategic Initiatives and Program Manager for Leadership Pittsburgh |
| FLSA Status: | Exempt |
| Prepared Date: | February 2024 |

Job Summary: The Programs Assistant is a full-time position providing critical support for the Leadership Pittsburgh Inc. team. As an entry level position, the Programs Assistant will assume a wide array of responsibilities, including pre-program administrative support and coordination of on-site logistics. 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 locations. The Programs Assistant will directly support the work of the Program Managers, 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 to support Program Manager(s) include but are not limited to:

- 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
- Coordination of LPInc. program/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 program sessions that are held in various locations in the region
- Communicate and interact professionally by phone, email, and in person to provide exceptional service to program participants, alumni, business, and community leaders, among others

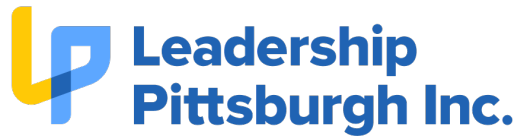
The ideal candidate will:

- Provide hands-on logistical coordination in support of the Program Manager(s)
- 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 externally with LPInc. stakeholders
- Manage workload and work effectively on multiple programs, projects, and other responsibilities as priorities evolve
- Provide input and creative ideas for program implementation
- Be able to work at a fast pace
- Have the 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(s) 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

The ideal candidate will possess:

- 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 a professional setting preferred (internship experience taken into account)
- Planning and organizational skills with a strong ability to manage multiple tasks
- Superior attention to detail
- A professional and positive attitude with a strong work ethic and collaborative mindset
- A commitment to professionalism and integrity
- 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, PowerPoint, etc.)

Equal Opportunity Statement: Leadership Pittsburgh Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and



regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, hair type, hair texture, hairstyle, or any other status protected by federal, state, or local laws. Leadership Pittsburgh Inc. is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

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.

For more information and/or to apply for this job, please send a cover letter (INCLUDING SALARY REQUIREMENTS) and your resume to info@lpinc.org.