

Leadership Pittsburgh Inc.

The Organization: Leadership Pittsburgh Inc.

Leadership Pittsburgh Inc. (LPInc.) is an independent nonprofit organization dedicated to developing a diverse group of leaders to serve Southwestern Pennsylvania. For individuals who are poised to advance to their next level of community impact, LPInc. amplifies leaders' unique potential through expert-level leadership tools, community connections, and an influential community of support.

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.

The Role: Program & Communications Assistant
Reports To: Leadership Pittsburgh Program Manager and Strategic Communications & Program Manager
FLSA Status: Exempt
Prepared Date: January 2026

Job Summary: The Program & Communications Assistant is a full-time position providing critical support for the Leadership Pittsburgh Inc. team. The Program Assistant will assume a wide array of responsibilities, including administrative support and coordination of on-site program logistics, and support to the organization's marketing and communications efforts. The LPInc. office is located in downtown Pittsburgh and will be the primary site for this position. LPInc. offers flexibility in office hours, but some night and weekend programming support will be required in addition to some early morning and off-site locations. The position will directly support the work of the Leadership Pittsburgh (LP) flagship program, while also assisting Strategic Communications and the entire team, as needed. This is an important role in a small, entrepreneurial team and is key to keeping activities organized and on track for successful program implementation.

Responsibilities to support Program Manager(s) include but are not limited to:

- Attend Leadership Pittsburgh Inc. programs and events (held in various locations across the region), as requested, to ensure quality, consistency, and participant satisfaction
- Assist in timely and accurate preparation and distribution of program materials and correspondences that may include letters, emails, forms, surveys, reports & metrics, etc.
- Coordination of event logistics (catering, venue, supplies, etc.) and registration needs
- Organization of program materials for program events (with the ability to lift 25 lbs. max)
- Assist in drafting, developing, and/or proofing communications and marketing materials
- Communicate and interact professionally by phone, email, and in person to provide exceptional service to program participants, alumni, business & 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 independently as a self-starter
- Effectively communicate internally with teammates and externally with LPInc. participants and stakeholders
- Manage work load and work effectively on multiple programs, projects, and other responsibilities as priorities evolve
- Provide input and creative ideas for events, programs, and communications
- Be able to work at a fast pace
- Have the ability to deal with challenging stakeholders 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
- A can-do attitude of someone who is not bound by a job description but rather inspired to work towards excellence for the entire organization

The ideal candidate will possess:

- A passion for the Greater Pittsburgh region and its continued collaborative growth
- Associate or bachelor's degree with 2-4 years of experience working in a professional setting preferred (internship experience considered)
- 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
- An ability to adeptly manage relationships and focus on continuous improvement
- A fluency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.)
- A proficiency with e-marketing systems (i.e. Mailchimp) and social media platforms
- A working knowledge of Canva

Compensation: Salary will be commensurate with experience, excellent benefits package including health, dental and vision insurance, a 401K plan, and paid time off.

Leadership Pittsburgh Inc. is an equal opportunity employer. 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.