

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 mission to create a valuable pool of well-informed community leaders who are prepared to meet our region's challenges and shape our future.

The Role: Programs & Operations Assistant
Reports To: Program Manager
FLSA Status: Full-Time, Exempt
Prepared Date: September 2026

Position Summary:

The Programs & Operations Assistant provides essential administrative, logistical, and program support to ensure Leadership Pittsburgh Inc. (LPInc.)'s programs operate smoothly and deliver a high-quality experience for participants, facilitators, volunteers, and community partners. This position is ideal for a highly organized, proactive, and service-oriented professional who enjoys coordinating multiple priorities, working with people, and making sure the details behind a successful program are handled well. The Programs & Operations Assistant will support the planning and execution of LPInc.'s community leadership programs while also assisting with day-to-day administrative and operational responsibilities. The role requires strong attention to detail, excellent communication skills, sound judgment, and the ability to anticipate needs and follow through.

The LPInc. office is located in downtown Pittsburgh and will be the primary site for this position. While LPInc. offers flexibility in office hours, this role, at times requires early morning, night, weekend, and off-site programming support. The position will directly support the work of LPInc. programs, while also assisting with business operations and supporting the work of the organization. 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 include but are not limited to:

- Provide day-to-day administrative support for LPInc. programs, including participant communications, scheduling, registration, attendance, materials, evaluations, and follow-up.
- Coordinate logistics for program sessions, including meeting locations, room setup, technology, catering, transportation, supplies, and other event needs.
- Prepare agendas, participant materials, name badges, sign-in materials, presentations, and other program resources.
- Maintain accurate program calendars, participant records, contact information, and other program documentation.

- Support communication with program participants, speakers, facilitators, alumni, volunteers, sponsors, and community partners.
- Track program deadlines, deliverables, and follow-up items to ensure commitments are completed on time.
- Assist with program evaluations and collect participant feedback to support continuous improvement.
- Help coordinate special events, graduations, receptions, alumni gatherings, and other LPInc. activities.
- Attend LPInc. programs and events (held in various locations across the region), as requested, to ensure quality, consistency, and participant satisfaction
- Provide general administrative support to the Leadership Pittsburgh Inc. team
- Other duties as assigned

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 workload effectively on multiple programs, projects, and other responsibilities as priorities evolve
- Provide input and creative ideas for events, programs, and communications
- 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
- 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 Southwestern Pennsylvania region and its continued collaborative growth
- Associate or bachelor's degree with 2-4 years of experience working in a professional setting strongly preferred
- Planning and organizational skills with a strong ability to manage multiple tasks
- Superior attention to detail
- A commitment to professionalism, collaboration, 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.)

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.