



Programs Manager

Position Description

ABOUT THE ROLE

As GBRIA's Programs Manager for Workforce Development, Safety, and Technology, you'll take ownership of three of GBRIA's most visible, member-facing program areas.

This position is ideal for someone with experience in an industrial, petrochemical, refining, manufacturing, construction, or contractor environment who is ready to run complex programs independently and build a long-term career supporting Louisiana's industrial community.

You'll serve as the primary staff lead for our signature recognition programs, our technology committee and conference, and our educator engagement initiative, working directly with committee volunteers and industry professionals from many of Louisiana's largest industrial companies, including plant managers, safety professionals, workforce development leaders, contractors, and executives.

We're looking for someone who can step in and, within the first year, take full ownership of committee facilitation, member engagement, program development, and board reporting across all three portfolios. The ideal candidate enjoys bringing order to complex projects, follows through on commitments, communicates professionally with industry leaders, and takes pride in making programs run seamlessly.

KEY RESPONSIBILITIES

Committee Administration & Member Engagement

- Lead the Safety, Health, and Security, Workforce Development, and Technology committees and subcommittees, including agenda development and meeting facilitation.
- Schedule meetings, prepare agendas, record meeting minutes, and distribute action items.
- Drive ongoing member engagement and maintain committee rosters.
- Research developments in areas of interest for each committee.
- Own, in collaboration with ABC, the contractor work-hours data collection program.

Program Management

- Manage the full annual cycle of the Safety Excellence Awards, Workforce Development Awards, which includes managing nominations, judging workflows, and assignment schedules.
- Manage the full annual cycle of the Educator Externship Program, including application, selection, and onboarding process for the educator participants and coordinating with members and partners on schedules, logistics, and related items.



- Lead the planning and execution of the annual TEC Next Conference, including speaker coordination, sponsor/vendor relations, marketing support, logistics, and onsite execution, in close partnership with GBRIA leadership.
- Track program timelines, document outcomes for leadership and board reporting, and coordinate presentations and supporting materials.
- Collect, compile, and analyze participant feedback and program outcome data.

Operations & Team Collaboration

- Work closely with staff on shared projects, cross-functional initiatives, and events throughout the year.
- Contribute to other organizational priorities as assigned.

REQUIRED QUALIFICATIONS

- Five to seven years of professional experience in an industrial, petrochemical, refining, manufacturing, construction, contractor, or related industrial environment, ideally including experience managing complex programs, multi-faceted projects, or committee operations with minimal oversight.
- Experience supporting safety programs, workforce development initiatives, training, operations, maintenance, EHS, HR, or technical committees.
- Strong organizational skills, high attention to detail, and the ability to manage competing deadlines, along with proficiency in Microsoft Office.
- Strong written and verbal communication skills.
- A genuine interest in Louisiana's industrial sector and the safety, workforce, and technological opportunities facing the region.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field.
- Experience with event coordination, program administration, or nonprofit management, including a track record in conference planning or logistics management.
- Familiarity with specialized software platforms, databases, and survey tools, and comfort learning and adopting new productivity software and digital tools.
- Familiarity with emerging industrial technologies, automation, or digital transformation trends.
- Ability to take an established program and execute it faithfully while identifying opportunities for continuous improvement.
- Readiness to take on full ownership of committee facilitation, member engagement, program management, and board reporting within the first year.

WHY YOU'LL LOVE THIS ROLE

This position offers the opportunity to build relationships with leaders from some of Louisiana's largest industrial companies while taking the lead on programs that strengthen workplace safety, develop the region's future workforce, and advance industrial technology adoption.



You'll manage high-profile recognition programs, lead industry committees, direct a regional conference, and work alongside experienced professionals in a role built for someone ready to take real ownership from day one.

If you're organized, dependable, and ready to run established programs independently while identifying opportunities for continuous improvement, you'll find a long-term career with GBRIA.

TO APPLY

Please submit your resume (no longer than two pages) and cover letter to christian@gbria.org with the subject line: **Programs Manager – [Your Name]**