



Position: Programs and Events Manager

Keep Louisiana Beautiful

Status: Full-Time

Reporting to: Director of Program Management

About Keep Louisiana Beautiful

[Keep Louisiana Beautiful](http://KeepLouisianaBeautiful.org) (KLB) is a state program under the Office of the Lieutenant Governor and the Department of Culture, Recreation, & Tourism promoting personal, corporate, and community responsibility for a clean and beautiful Louisiana. KLB supports local communities through programs and resources for litter education, prevention, removal, enforcement, beautification, recycling, waste reduction, and sustainability initiatives. KLB is affiliated with the national organization, Keep America Beautiful, and is supported by a robust statewide network of Community Affiliates and University Affiliates. Learn more at KeepLouisianaBeautiful.org.

POSITION SUMMARY

The Programs & Events Manager is a full-time position that manages and expands diverse programs and initiatives for Keep Louisiana Beautiful (KLB). Programs and events include but are not limited to Love the Boot Week, Love Our Waterways, KLB State Conference, Clean Biz, education programs, community programs, and the Get Down and Clean Up. Occasional after-hour work and in-state travel required. Work is performed with minimal supervision. Work is performed in-person weekdays in the Mandeville office from 7:30am to 4pm. This is a full-time unclassified position with a salary range of \$60,000-\$65,000 depending on experience.

Roles and Responsibilities

- Managing event and program timelines and ensuring that KLB meets all goals.
- Coordinating and implementing event and program logistics.
- Selecting and managing vendor partnerships for events and programs.
- Meeting objectives for programs and events and documenting progress.
- Tracking event and program revenues and expenditures to ensure budget compliance.
- Providing regular program and event recaps and more comprehensive reports.
- Cultivating new and fostering existing relations with governmental entities and private partners to support and grow KLB events and programs.

- Conducting training workshops and meetings to support KLB events and programs.
- Serving as the event lead on-site, which involves managing the run-of-show, set-up, vendors, volunteers, speakers, and other event responsibilities.
- Assisting with website updates and email communications to support the promotion of KLB programs and events.
- Performing administrative duties pertaining to programs and events as needed.
- Responding to inquiries related to programs, events, or general questions.
- Attending public events and exhibit at conferences.
- Other duties as assigned.

Required knowledge, skills, and abilities:

- Proficiency in Microsoft Office
- Working knowledge in WordPress
- Working knowledge in using Adobe Creative Suite applications and Canva
- Strong program and event management skills
- Ability to demonstrate initiative and organize activities
- Ability to prioritize and work with multiple projects simultaneously
- Ability to work successfully and independently under deadline requirements
- Ability to work as part of a professional team and to collaborate effectively with individuals within KLB and external partners
- Demonstrated problem-solving and decision-making abilities
- Ability to work autonomously when needed, but functions well in a team
- Excellent discretion, judgment, attention to detail, and initiative.
- Strong oral and written communication skills

Education and Experience:

- Bachelor's Degree in non-profit management or a relevant field
- 3-5 years of professional experience in marketing and managing programs and events

Benefits

- State retirement and healthcare
- Paid vacation, holidays and leave
- Work schedule in-person Monday-Friday in Mandeville, La.

Physical Demands

- Carrying materials and setting up spaces, standing, and moving around.
- The work is predominately performed while intermittently sitting (5 – 8 hours daily), standing (2 – 5 hours daily), and walking in an office setting.
- The employee frequently lifts heavy objects (up to 20 lbs.), climbs stairs, bends, and kneels.
- Must be able to drive a car with a valid driver's license.
- Some overnight/weeknight/and weekend work is performed at meetings and conferences.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

To Apply: Email resume and cover letter to info@keeploouisianabeautiful.org No calls please.
Open application period 7/11/26-7/31/26.