



11:11 PROJECTS

12950 Willard St, North Hollywood, CA 91605 | 818.689.1778 | 1111projects.art

Job Description: Program Manager

Company Overview:

At 11:11 Projects, we stand proudly at the intersection of art, activism, and community, driven by a shared vision of a more just and equitable world. Through our diverse projects and initiatives, we harness the power of creative expression to ignite social change, amplify marginalized voices, and foster vibrant communities.

Position Overview:

We are seeking a dynamic and passionate Program Manager to join our team and play a pivotal role in driving the success of our projects. The Program Manager will oversee the planning, implementation, and evaluation of our various programs and initiatives, ensuring alignment with our mission, vision, and values. This role requires a strategic thinker, effective communicator, and collaborative leader who is dedicated to making a positive impact through the arts.

Key Responsibilities:

- **Program Development:** Lead the development and execution of innovative programs and initiatives that advance our mission and objectives. Collaborate with stakeholders to identify needs, set goals, and develop strategies for program implementation.
- **Project Management:** Manage all aspects of program implementation, including timeline development, budgeting, resource allocation, and stakeholder coordination. Ensure that projects are executed efficiently, on schedule, and within budget constraints.
- **Community Engagement:** Cultivate and maintain strong relationships with community partners, artists, volunteers, and other stakeholders. Foster a sense of community and collaboration among program participants and stakeholders.

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- **Evaluation and Impact Assessment:** Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of our programs. Collect and analyze data to measure outcomes, identify areas for improvement, and inform decision-making.
- **Communication and Outreach:** Serve as a primary point of contact for program-related inquiries and communications. Develop and implement outreach strategies to promote programs, engage participants, and raise awareness of our mission and activities.
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- **Team Leadership and Supervision:** Provide leadership and direction to program volunteers, and interns. Foster a positive and inclusive work environment that promotes teamwork, creativity, and professional growth.

Qualifications:

- Bachelor's degree in a relevant field (e.g., arts administration, nonprofit management, social sciences) preferred.
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- Proven experience in program management, preferably in the arts, nonprofit, or community development sector.
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- Strong project management skills, including the ability to plan, organize, and execute complex projects with multiple stakeholders.
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- Excellent communication and interpersonal skills, with the ability to build relationships and effectively engage diverse audiences.
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- Strategic thinker with a track record of developing and implementing innovative programs that achieve measurable results.
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- Commitment to social and environmental justice, equity, and inclusion, with a passion for using the arts as a tool for building community..
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- Ability to work independently, prioritize tasks, and adapt to changing priorities in a fast-paced environment.
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- Proficiency in Microsoft Office Suite, Google Suite, Dropbox and project management programs

Benefits:

This is a part time position at approx 20 hours per week.

\$22.00 - \$25.00 per hour depending on experience and skills

- Opportunities for professional development
- Collaborative and inclusive work environment
- Flexible hybrid work schedule
- Potential for growth and advancement within the organization

Location:

This position is remote, however interested candidates must be Los Angeles-based, San Fernando Valley preferred. Position requires attending meetings, project sites, and events throughout Los Angeles.

How to Apply:

Interested candidates should submit a cover letter describing their experience and interest in the position, resume or CV, and three professional references to Celie@1111projects.art. Please include "Program Manager" in the subject line.

11:11 Projects is committed to diversity, equity, and inclusion, and we encourage individuals from all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted. We look forward to welcoming a talented and enthusiastic individual to our team!