



JOB DESCRIPTION: PROGRAM COORDINATOR – GENDER RESOURCE CENTRE (GRC) PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ABOUT SNEHA

A secular, Mumbai-based non-profit organization, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is a 450+ person strong, innovative, and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, and family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognizes that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and healthcare providers to create sustainable improvements in urban health. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health, and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research, and IM.

THE PROFILE

The role entails coordination and implementation of the Gender Resource Centre activities, working on training packages and communication. The candidate will work across Mumbai and will travel in different locations of India as per the training requests received by the program. The candidate will work with other teams of SNEHA: CHN, EHSAS, MNH, and SNEHA Centre to provide training on gender-based violence and related subjects.

Duties and Responsibilities

The Program Coordinator will work on four packages:

Work package 1

Coordination and implementation

1. Coordinating with the programme team and Central Operations for arranging logistical and technical arrangements for the talks, webinars, seminars, workshops, and consultations - stakeholder, experts, and academicians
2. Co-creating and developing implementation plans for the Gender Resource Centre Activities
3. Ensuring effective utilization of the approved budget and overseeing the implementation of the activities as per the budget
4. Exploring technical partnerships with external agencies for designing the virtual resource center
5. Working with the SNEHA team to plan and create a draft of the layout of the virtual resource center
6. Finalizing the agency by following the necessary protocols of SNEHA and initiating the work on technical components
7. Coordinating with team and agency for completion of the virtual resource and related helpline

Work package 2

Stakeholder engagement

1. Conduct interviews and discussions with potential users of the gender resource center to identify user needs and priorities

2. Reach out and build relationships with government bodies, non-government organizations, and academic institutions
3. Engage regularly with stakeholders to generate interest and investment in the activities of the gender resource center

Work package 3

Training packages

1. In coordination with Training Coordinator plan and deliver trainings undertaken by the gender resource center
2. Finalization of modules, training tool kits, and BCC materials for uploading on the virtual resource center

Work Package 4

Communication

1. Develop and implement a communications plan and strategy for the gender resource center
2. Coordinating with the SNEHA communication team to create communication reports, videos, designs
3. Maintaining a communication repository for PVWC -RPS
4. Plan and manage design and production of PVWC materials
5. Any other tasks required by the program
6. Ensuring adherence to SNEHA values, policies and guidelines

The position reports to the Program Director, Research, Partnership and Scaling

Location - Dharavi (Urban health center)

QUALIFICATIONS AND EXPERIENCE

- a) Candidate with a MPhil/Master's degree in Mass Media/ Project Management
- b) Experience in coordination and management for at least 5 years
- c) Good communication skills
- d) Knowledge and understanding of current trends in digital/social media

PERSONAL ATTRIBUTES

- a) Demonstrable self-starting skills and ability to complete projects
- b) Effective communication, personal and interpersonal skills
- c) Sound values and work ethics
- d) Excellent organizational and planning skills

APPLICATIONS

Interested candidates can send their CVs via email to niyati.jethwa@snehamumbai.org with the Subject line: **"Program Coordinator - Gender Resource Centre"**