

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
 - Public System Partnership
- SNEHA Shakti
- Palliative Care
- Livelihood Generation

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities.

ABOUT THE PROGRAM

SNEHA's MCH - Aahar program intervention has worked in partnership with the systems and communities at Dharavi, Wadala and Nerul. While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS and Health system services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and health departments. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change. SNEHA has focused its efforts in the Aahar program on reduction of malnutrition, maternal anemia, to improve the maternal health and nutrition, to address the gaps in maternal and child health and nutrition services through a partnership with systems and community, to improve referral and services related to gender based violence (GBV), to equip anganwadi workers with knowledge and skill-based trainings for enhanced delivery of ICDS services, sustain community participation and action through community volunteers and provide mentoring support to FLWs for enhanced community outreach and service.

"WHAT'S IN IT FOR ME" (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Documentation Coordinator

- Role:** Collect, compile, and analyze data related to MCH interventions under the Aahar program, ensuring accurate documentation and timely reporting, Content Development & Collaborate with field teams, ensure documentation aligns with program objectives, evaluations, and donor reporting requirements.
- Educational Requirement:** MPhil/Master's /Public Health Research or any affiliated stream
- Experience:** At least 5 to 7 years of experience, Experience of working in urban community settings
- Location:** GTB Nagar is the main office (Travel within Mumbai and MMR region mandatory for this role).
- Reports to:** Associate Program Director
- Apply:** Applications are to be sent via email to recruitment@snehamumbai.org with the Subject line: "Documentation Coordinator"
- Date of publishing:** 30 Jun 2025

CORES RESPONSIBILITIES –

1. Documentation:

- Participating in programme sessions/ events/ meetings/documenting session/case stories and programme related activities.
- Capturing and writing case stories through periodic field visits
- Assisting in designing and developing need-based concept notes and presentations for different purposes and media advocacy
- Preparing various types of reports e.g. Monthly reports, Quarterly Reports, six monthly reports, Annual Reports by compiling and analysing field reports and data
- Supporting APD/PD for writing funding/ grant proposals, research proposals, concept notes
- Translating documents from English/ Marathi to Hindi and vice versa
- Preparing presentations for review meetings, funder reports, program presentations, external visitors
- Collecting resource material for the project, literature review
- Closely work with communications domain to seek support
- Experience in documentation, quantitative and qualitative data interpretation.

2. IEC Material Development

- Exploring, updating and re-developing the existing training and IEC material with assistance of PC & APD. Designing and developing new material as per need.
- Inter team cross sharing and learning for IEC and training material development .
- Proficiency in Canva for designing impactful presentations and creating visually appealing PPTs.

3. Any other

- Activities in-line with documentation assigned by Associate Programme Director and Programme Director to fulfill programmatic outcomes and goals such as designing frameworks/strategies, literature review, compiling resource material for various advocacy meetings etc.
- Contributing to the overall SNEHA communication strategies, reports and media activities
- Report weekly to the Associate program director

CRITICAL TRAITS :

- Effective communication, personal and interpersonal skills.
- Proven ability to manage the Documentation package independently
- Excellent writing skills in English and Hindi and a knack for storytelling through written words!
- Critical thinking & Basic research skills
- Self-motivation
- Familiarity of working with health department functionaries

BEHAVIOURAL COMPETENCIES :

- Demonstrable self-starting skills and ability to complete projects.
- Sound values and work ethics
- Excellent organizational and planning skills