

## **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 CENTER: SUSTAINABILITY INTERVENTION (SI):**

The goal of this program is to improve the health, and nutritional status of women and children in vulnerable communities in Mumbai by influencing caregivers’ behaviors and strengthening the capacities of communities and systems stakeholders. . The SNEHA Centre Program in the M/E ward has been in operation since 2012, with a long-term intervention to improve the health and nutrition status of women and children in selectively vulnerable pockets. From 2012 to 2022, the program had direct intervention in four vulnerable communities of the M/E ward, which later entered into indirect/hybrid intervention (2022-2024) by engaging the community volunteers in the community intervention. To achieve the sustainability of this maternal, and child health intervention (MCH), this program initiated its last phase of sustainability intervention, in April 2024 where the limited human resources work in collaboration with the Community Action Groups (CAGs) i. e. the community volunteers and BMC health, and ICDS system to strengthen and sustain the uptake of health, and nutrition services for women and children.

## "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](http://www.snehamumbai.org) and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/@snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

**Designation:** Program Coordinator-Sustainability Intervention

- Role:** To ensure program implementation in coordination and liaison with ICDS, and BMC Health system, PDS, etc. to ensure health and nutrition services availability for program communities. Capacity building of community volunteers to ensure the planned program outputs, and outcomes achieved for this program.
- Educational Requirement:** M A in Social Work / Public Health / Social Sciences
- Experience:** 6 to 8 years of experience in working with Maternal-child health, community development programme
- Location:** Indira Nagar, and Gautam Nagar (Mankhurd-Govandi, M/E ward, Mumbai)
- Reports to:** Associate Program Director
- Apply:** Applications are to be sent via email to [lakhvinder.kaur@snehamumbai.org](mailto:lakhvinder.kaur@snehamumbai.org) with the Subject line: ""Program Coordinator-SC-Sustainability Intervention""
- Date of publishing:** 02 Jul 2025

## **CORES RESPONSIBILITIES**

- Responsible for on-field delivery, outcomes and achievement of program goals.
- Devising effective system strengthening, community mobilization, development strategies , and creative strategies for carrying out program activities.
- Budgeting, and ensure activities conducted in-line with budget allocations.
- Monitoring and evaluation of day to day deliverables of field team.
- Providing on-field guidance to the team for effective implementation of deliverables.
- Planning and successful implementation of various community level events/initiatives with the system, and community volunteers.
- Programmatic reporting and documentation to internal and external stakeholders.
- Recruiting and onboarding of new staff members. Ensuing completion of program induction, goal setting of new joinees.
- Responsible for timely completion of performance reviews, quality performance feedback sessions and recording of feedback as per process.
- Setting clear expectations, tracking progress and communicating information staff needs on the jobs, supporting underperformance to ensure success.
- Handling finances and administrative responsibilities.
- Contributing to cross-functional initiatives at program, and organizational level.
- Coordinating with HR, Admin, Finance, IM and other departments for smooth implementation of processes at the field level.
- Regularly attend networking events and meetings to represent the SNEHA Center Program/SNEHA orz.

## **CRITICAL TRAITS**

- Proven experience in public, private partnership development and project management.
- Networking and relationship-building skills with diverse stakeholders.
- Organizational skills for effective planning, coordination, execution.
- Experience in documentation, quantitative and qualitative data interpretation including database management.
- Strategic thinking to achieve, and sustain program deliverables, outcomes.
- Tech-savvy with experience in MS Office skills (Word, Excel, Power Point), Dashboards etc.
- Skills in Monitoring & Evaluation.
- Self-starting and self-monitoring abilities, along with negotiation skills and flexibility in time, task management.
- Adequate proficiency in English, Hindi, and Marathi.

## **BEHAVIOURAL COMPETENCIES**

- Ability to maintain role boundaries.
- Learning, and growth mindset.
- Collaborator.