

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 Thurbhe. 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:

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PROFILE SNAPSHOT

Designation: Training Coordinator

-  **Role:** Conduct literature review for designing training sessions, develop concept notes to determine the training needs and ascertain the training needs of the team
-  **Educational Requirement:** Post--graduation level with exposure to work with underprivileged communities
-  **Experience:** At least 5 to 7 years of experience- in maternal and child health, nutrition, adolescent health and family planning.
-  **Location:** GTB Nagar (Travel within Mumbai and MMR region mandatory for this role)
-  **Reports to:** Associate Program Director
-  **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: "Training Coordinator"
-  **Date of publishing:** 04th August 2025

CORE RESPONSIBILITIES –

1. Capacity building of program team by identifying capacity building needs of the Program Coordinators (PC) Program Officers (PO), Community Organisers (CO), and other cadres and organizing training as per the needs and Prepare training reports.
2. Prepare training calendar for the program
3. Prepare pre-post evaluation and feedback tools considering the nature of training.
4. Preparing training budget and monitor the utilization of the budget, Preparing training expenses vouchers and ensuring the approvals from respective manages/supervisors
5. Collaborating with Learning and Development Manager SNEHA and program team for training needs
6. Conduct mock sessions for program team on periodical basis
7. Observe actual field intervention, provide thematic and skill related feedback to intervention team
8. Conduct quarterly knowledge assessment/retention tests for program staffs
9. Oversee the development and printing of BCC and IEC material for the training and also to be used for awareness generation by the field team.
10. Identification of suitable resource persons for conducting technical and clinical, behavioral/motivational training for team and stakeholders
11. Creating a data base of trainers on thematic, behavioral and skills based aspects.
12. Identification of innovative method of technology for designing effective training methods for each target groups.

A) Capacity building of Stakeholders (as per protocols):

1. Capacity building of program stakeholders by following training process including permission from stakeholders and related correspondence to succeed in the capacity building initiatives.
2. Prepare training reports

B) Capacity building of Community Action group: Mahila Aarogya Samiti (MAS), Community Action Groups (CAGs)

1. Capacity building of community volunteers by following training process including training need assessment with assistance with teams.
2. Prepare training reports

C) Design Training module: Use of print media, digital tools, social media etc

1. Prepare BCC material, training modules for staff, stakeholders and community volunteers, video clips, audio/visual content, etc with the assistance of Associate Program Director and Program Director

CRITICAL TRAITS

1. Ability to conceptualize training designs and deliver them
2. Proven ability to manage the training package independently
3. Training experience as a Trainer in the field of maternal and child health, nutrition, adolescent health and family planning

BEHAVIORAL COMPETENCIES

1. Demonstrable self-starting skills and ability to complete projects.
2. Effective communication, personal and interpersonal skills.
3. Excellent organizational and planning skills

Note: One is expected to travel to Bhiwandi intervention areas almost on a daily basis for execution of the training programs.

“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”