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 anemia, and gender-based violence—key determinants of health equity for families and communities.

ABOUT THE PROJECT

The SNEHA Knowledge Centre is an initiative to strengthen the health promotion and violence prevention ecosystem for women and children in India through the development, scaling and sharing of evidence-based solutions. The Knowledge Centre has operationalized three major components of its work: (1) The SNEHA Academy, (2) Partnerships and Scaling and (3) Collaborations and Outreach. SNEHA will offer online and offline courses, customized training and strategic advice to other partners.

Through this hybrid center (online and offline), SNEHA will work with various groups of government, civil society organizations, private sector, media and academic institutions to bring the issue of health promotion and violence prevention to the forefront. The digital platform will compile national and international resources, provide customized training packages, and enable collaborations, while the offline activities will include providing strategic advice and support to community-based organizations, incubating projects in violence prevention and health promotion and networking with different stakeholders in the space. This initiative draws upon SNEHA's expertise in the field of health research and programming over the last twenty-five years and is crucial to building system-wide collaborations and co-learning in the field of health promotion.

The candidate will work with two flagship programs of SNEHA: Maternal and Child Health and Prevention of Violence against Women and Children.

SNEHA's maternal and Child Health program aims to improve the health and Nutritional status of women and Children in urban informal settlements by forming partnerships with Government systems to enable them to deliver quality health and nutrition services and engaging with community volunteers to influence the behavior of caregivers.

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilize communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. Using a socio-ecologic model as a framework for action at different levels to prevent violence, the program works on primary prevention, secondary intervention and tertiary prevention.

"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: Curriculum Development Coordinator

- **Role:** The role will provide direct support to the APD – Curriculum Development in preparing and executing SNEHA Academy's training programs. This is an execution- focused role that involves creating lesson materials, designing PowerPoints, developing graphics and visual aids, and handling documentation.
- **Educational Requirement:** Bachelor/Master's in Communication, Social Sciences, related fields
- **Experience:** 3-5 Years of relevant training coordination/ instructional support/ content or graphics design
- **Location:** Across Mumbai
- **Reports to**: Associate Program Director
- **Apply:** Applications are to be sent via email to "belinda.menezes@snehamumbai.org" with the Subject line: Curriculum Development Coordinator"

COMPREHENSIVE OVERVIEW OF THE POSITION

The position is ideal for the one who is tech-savvy, creative with visuals, and passionate about contributing to the social sector.

CORE RESPONSIBILITIES

1. CONTENT DEVELOPMENT & DRAFTING

- Draft facilitator guides, power points presentations, handouts, and lesson plans under the APD's guidance
- Adapt content into local languages, learner-friendly formats, and follow the consistency and quality standards set by APD and PD.

2. GRAPHICS & VISUAL SUPPORT

- Create engaging infographics, slide decks, and visual aids (PowerPoint, Canva, Adobe tools).
- Ensure materials are visually appealing and aligned with the curriculum.
- Assist in developing digital modules (videos, quizzes, WhatsApp-based learning)

3. TRAINING SUPPORT

- Coordinate Training of Trainers (ToT) sessions, workshops, and webinars.
- Provide logistical and technical support to trainers.
- Compile and organize training resources for easy use.
- Manage and coordinate emails and guide programs for outreach and registration of participants

4. MONITORING & FEEDBACK SUPPORT

- Collect and compile feedback from participants and trainers.
- Support pre- and post-training assessments.
- Maintain data on learner engagement and outcomes for MEL team use.

5. DOCUMENTATION & REPORTING

- Maintain organized records of content drafts, translations, and revisions.
- Assist in writing short reports, case studies, and success stories.
- Ensure timely submission of training reports.
- Format and create training materials, PowerPoint, and handouts as directed
- Maintain folders of content drafts, graphics, and versions for easy use
- Take notes during workshops/webinars and compile them into summaries
- Prepare draft reports, charts, and visuals for the Manager to review
- Track attendance, feedback forms, and follow-up after each training session

6. COLLABORATION

- Work closely with the APD - Curriculum to align materials with overall strategy.
- Liaison with program teams (MCH, PVWC, etc.) to ensure contextual relevance.
- Support external partners by sharing training resources and updates.

7. COORDINATION AND BUDGET MANAGEMENT

- Manage budgets related to content creation and multi-media products Coordinate with vendors for creation of multi-media products
- Coordinate with SNEHA Finance team to seek budget approvals and payments

CRITICAL TRAITS

- **Detail-Oriented –** Takes care to format, organize, and proofread materials accurately.
- **Creativity –** Brings a visual eye to PowerPoints, graphics, and layouts that make content engaging.
- **Tech Agility –** Comfortable using digital collaboration tools.
- **Dependability –** Can be counted on to deliver tasks on time with minimal supervision.
- **Adaptability –** Flexible in adjusting to last-minute changes in content or training needs.
- **Team Player –** Works collaboratively, takes direction well, and supports the Manager's priorities

BEHAVIORAL COMPETENCIES

- **Execution Excellence –** Consistently produces clean, polished PowerPoints, graphics, and documents.
- **Structured Communication –** Provides concise updates and flags issues early.
- **Task Management –** Manages multiple projects simultaneously while keeping priorities clear.
- **Tech Savvy –** Skilled in digital tools; quick to learn new platforms.
- **Responsive & Flexible –** Adjusts quickly to changes and incorporates feedback without delay.

DESIRABLE

- Prior work in higher education institutions will be an added advantage.

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