

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

Healthy Cities program is running 2 separate intervention models in Malwani. Nurturing care model in Azmi nagar and Community engagement model in NCC (New collector compound area). The vacancy for the position of **Community Organizer - Documentation** and male engagement is for the community engagement model.

The intervention model encourages community volunteers to engage in taking action for maternal and child health in collaboration with the system in the informal urban settlements of the PN ward of Mumbai. (Both collective and individual actions).

Objectives of the program is to –

- To build the capacity of volunteers to engage in awareness and to mobilize to improve uptake of maternal and child health services in the community
- Collaboration with systems for increased response for maternal and child health through community volunteers.

“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: Consultant Community Organizer-Documentation

- ⊕ **Role:** The role involves implementing program Activities to improve MCH indicators with support of accurate data entry and engaging the male Volunteers for better outcomes of MCH Awareness, support the system Partnership, and promotes community engagement and leadership.
- ⊕ **Educational Requirement:** HSC Degree
- ⊕ **Experience:** Preferably 2+ years of experience of working in the community
- Location:** NCC, Malwani Malad
- ⊕ **Reports to:** Program Officer
- ⊕ **Apply:** Applications are to be sent via email to lakhvinder.kaur@snehamumbai.org with the Subject line: “Consultant Community Organizer-Documentation”
- ⊕ **Date of publishing:** 22nd Jan 2026

CORES RESPONSIBILITIES

1. Documentation-

- Documentation of daily activities
- Data entry of 420 community volunteers
- Support newly formed volunteers with format reporting
- Document - process of interventions (In coordination with documentation coordinator)
- Support POs in documentation of events/campaign reports
- Participate in bi-monthly staff meetings, weekly center-level meetings, trainings, etc.

2. Male Volunteers Engagement and hand-holding.

- Identified male volunteers and developed 35 each Center 7 volunteers.
- Ensure monthly corner meetings by male volunteers - 14 meetings/month
- Meeting with male volunteers - Once in a month. Attendance to be a minimum 80%
- Bi-monthly capacity building of male volunteers
- Ensure support of male volunteers for announcements through Masjids
- Conduct Masjid Session each Friday for MHC awareness.

SKILLS & COMPETENCIES

- Good communication, counselling and networking skills; documentation skills
- Flexibility in time management.
- Willingness to travel within slum community
- Handling mobile base applications (Comcare for program)
- Familiarity with government systems, schemes
- Negotiation skills.
- Self-starting and self-monitoring abilities
- Fluency in Hindi

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