



## **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

Palliative Care

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**

Maternal Child Health, Strategy and Implementation Aahar Program (Sahyog and SNEHA Fellow project Dharavi, Samarth -F/N Ward Project & Sankalp Project – Turbhe) is SNEHA's community-based nutrition initiative aimed at improving the health and nutritional status of children aged 0–2 years, pregnant women, and lactating mothers living in vulnerable urban settlements. The program works to prevent and manage malnutrition through growth monitoring, nutrition counselling, home visits, community mobilization, and volunteer engagement. It strengthens linkages between communities and government services such as ICDS and public health systems to ensure timely access to essential nutrition and health services. The program also promotes maternal and child health, Early Childhood Development (ECD), and positive behaviour change practices. Through its various projects, Aahar empowers communities to create a healthier and nutrition-secure environment 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 HANDELS	
	<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: 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 3 to 5 years of experience, Experience of working in urban community settings



**Location:** Raoli Camp Anganwadi Antop Hill (Travel within MMR region mandatory for this role)



**Reports to:** Associate Program Director



**Apply:** Applications are to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with the Subject line: “Documentation Coordinator- Dharavi, F/N Ward & NMMC - Nerul”



**Date of publishing:** 19-Jun-26

## **CORE RESPONSIBILITIES**

### **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 analyzing 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 seek support

### **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

### **Qualitative Data Management**

- Preparing data collection tools, overseeing data collection, data analysis for qualitative inquiries that the programme may take up from time to time
- Experience in documentation, quantitative and qualitative data interpretation

### **Any others**

- Activities in-line with documentation assigned by Associate Program Director and Program 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**

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

## **BEHAVIOURAL COMPETENCIES**

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

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