

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

ABOUT THE PROGRAM

THE PROGRAM – PREVENTION ON VIOLENCE AGAINST WOMEN AND CHILDREN

SNEHA’s Program on Prevention of Violence against Women and Children aims to develop high-impact strategies for primary prevention, ensure survivors’ access to protection and justice, empower women to claim their rights, mobilise communities around ‘zero tolerance for violence’, and respond to the needs and rights of excluded and neglected groups. The Program prioritises enhanced co-ordination of the state response to crimes against women through a convergence approach that works with government and public systems to reinforce their role in ensuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

“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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	https://www.facebook.com/SnehaMumbai
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	@snehamumbai

PROFILE SNAPSHOT

Designation: Program Coordinator (Community Intervention)

-  **Role:** The Coordinator will lead and manage community-based gender-based violence (GBV) interventions, ensuring effective project implementation, stakeholder engagement, team supervision, community mobilization, capacity building, monitoring, reporting, and budget management to achieve program goals and sustainability.
-  **Educational Requirement:** at least post-graduation level with exposure to work with underprivileged communities
-  **Experience:** Minimum 5 years of experience in project planning and implementation, with the ability to troubleshoot technology-related issues in the field. Experience in development sectors such as health, gender, or violence prevention, along with team management, project implementation, and community-based work, is preferred.
- Location:** Govandi, Dharavi
-  **Reports to:** Program Director
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Program Coordinator (Community Intervention)”
-  **Date of publishing:** 24th June 2026

DUTIES & RESPONSIBILITIES

- Ensure the Implementation of Community Stewardship model with a sustainability lens
- Leading & overseeing intervention activities in the community: community action, group meetings, training sessions, management of volunteers, fellowship projects and organizing events and campaigns.
- Liaise with police, public health providers, and other organizations in the intervention areas.
- Plan and support the meetings and work of the various groups and bodies associated with the program at the preventive and addressal level of GBV interventions.
- Close monitoring and Supervision of activities in the community.
- Training, mentoring, and appraisal of intervention team members.
- Monitor the milestones of the intervention process as planned in the program, evaluate, and rectify problems.
- Ensure efficient and effective data collection and reporting by the intervention team.
- Ensure the confidentiality and anonymity of the beneficiaries in the project.

COMMUNITY COMPONENT

- Coordinating and ensuring community mobilization to organize campaigns, trainings, meetings, visits.
- Assisting the team in providing an expeditious response to cases of gender-based violence and ensuring follow-up with the volunteers and the community team.
- Ensure that there is constant collaboration between the counseling and community teams, particularly with regard to cases and referrals.
- Capacity-building of Sanginis – designing an advanced programmer and conducting sessions for the Sanginis of Dharavi and Govandi.
- Maintain documentation required in the project; preparation of tables and charts in Word, Excel and PowerPoint, and make presentations internal and external of the work and progress on the project
- Writing project reports, overseeing data entry and data quality entered by community teams into smartphones, analyzing progress and implementation of projects.
- Writing proposal for the next phase of community intervention on GBV based on the experience gained by rolling this community stewardship model

FINANCE, HUMAN RESOURCES, AND ADMINISTRATION

- The Coordinator oversees finance, human resources, and administrative functions, including
- Preparing a monthly activity plan and budget
- Manage project budget(s) and maintain accounts.
- Ensuring that voucher submission and accounting timelines are met by team members.
- Ensuring that staff members are trained for their roles as well as ensuring personal development.
- Supervise the team: train, mentor, and conduct appraisals of team members.

CRITICAL TRAITS

- Demonstrated ability to trouble-shoot technology related problems in the field.
- Effective training skills and excellent communication skills, including documentation.
- Strong strategic skills – understanding the project, making complex decisions, and innovating
- Delegation and monitoring skills
- Conflict resolution skills

BEHAVIOURAL COMPETENCIES

- Relationship building and stakeholder management
- Leadership and team supervision
- Effective training and mentoring skills
- Analytical thinking and ability to understand complex documents
- Collaboration and teamwork
- Result orientation and accountability
- Planning and implementation skills
- Adaptability and flexibility
- Communication and presentation skills
- Initiative and ownership
- Ability to work with underprivileged communities
- Commitment to organizational culture and values
- Ability to work in community settings and field environments
- Multilingual communication (English, Hindi, and Marathi)

DESIRABLE

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community development

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