

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. 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 AAHAR PROGRAM

The Aahar Program is SNEHA's flagship Maternal, Child Health and Nutrition initiative that aims to improve the health, nutrition, and developmental outcomes of pregnant women, lactating mothers, and children under 5 years of age living in vulnerable urban communities. The program adopts a continuum-of-care approach, focusing on the critical first 1,000 days of life to prevent malnutrition and promote optimal growth and development.

Aahar works closely with families, communities, and government systems to strengthen maternal and child health practices through growth monitoring and promotion, nutrition counselling, home visits, infant and young child feeding (IYCF) support, antenatal and postnatal care, maternal nutrition, Early Childhood Development (ECD), community mobilization, and behaviour change communication. The program also promotes timely immunization, appropriate complementary feeding, and improved care-seeking practices.

A key strength of the Samarth project is its strong partnership with government systems, including ICDS and public health facilities to improve access to quality nutrition and health services. Through capacity building of frontline workers, volunteer engagement, digital innovations, data-driven monitoring, and community participation, Aahar contributes to strengthening urban health systems and creating sustainable improvements in maternal and child nutrition.

“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: Program Coordinator

-  **Role:** The Program Coordinator will oversee planning, implementation, and quality assurance of all program components.
-  **Educational Requirement:** Master’s Degree in Social Work, Public Health, Development Studies or a related field from a recognized institution.
-  **Experience:** Minimum 5 years of experience in project planning and implementation.
-  **Location:** F/N Ward Wadala. *The program will entail daily and extensive travelling to the entire F/N ward area.*
-  **Reports to:** Associate Program Director
-  **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: “Program Coordinator- Samarth Project
-  **Date of publishing:** 18th Aug 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

The Project/Program Coordinator will support the smooth implementation and coordination of the programme across **community engagement, health system strengthening, capacity building and project operations**. The role will supervise field teams, monitor programme progress, coordinate with health and ICDS stakeholders, and ensure timely documentation and follow-up.

The role requires strong **field oversight, team coordination, planning, problem-solving and communication skills**, with the ability to respond to emerging field-level challenges and maintain effective coordination with internal teams and external stakeholders.

DUTIES & RESPONSIBILITIES

1. Programme Implementation & Team Coordination

- Manage and supervise **3 Program Officers** and support them in effective programme implementation.
- Oversee programme implementation across **Wadala Health Posts, 24 ASHAs/CHVs and 49 ICDS AWWs** (Wadala – 31, Korba – 17, Antop Hill – 1).
- Monitor the performance and progress of Program Officers and Community Volunteers through regular field visits and review meetings.
- Conduct weekly review meetings with Program Officers and monthly review meetings with ICDS Supervisors and POs.
- Conduct individual review meetings with Health Posts.
- Ensure formation and strengthening of **73 Volunteer Groups** (24 Health Post Volunteer Groups + 49 Anganwadi Volunteer Groups).
- Ensure timely follow-up and closure of action points arising from meetings and field visits.

2. Stakeholder Coordination & Field Engagement

- Facilitate monthly coordination meetings with Health Post and SNEHA staff.
- Facilitate monthly coordination meetings with respective ICDS Supervisors.
- Conduct quarterly visits to all **49 Anganwadi Centres** to monitor implementation and provide field-level support.
- Attend weekly review meetings with the Associate Program Director (APD).
- Build and maintain effective working relationships with health system, ICDS and community stakeholders.
- Address field-level challenges and support teams in identifying practical solutions.

3. Monitoring, Documentation & Learning

- Track programme indicators and regularly review data to identify gaps and areas for improvement.
- Ensure accurate and timely documentation across programme activities.
- Ensure timely documentation and follow-up of meetings, field visits and programme action points.
- Support evaluation activities, internal audits and learning workshops.
- Promote the use of digital tools for monitoring, documentation and field supervision.
- Contribute to programme learning, documentation and knowledge-sharing.

4. Planning, Budget & Administrative Support

- Prepare monthly activity plans and budgets in coordination with the team.
- Ensure timely submission of vouchers, bills and other financial and administrative documents.
- Support team recruitment processes, as required.
- Participate in team planning, strategy discussions and programme review processes.

5. Cross-functional Coordination

- Support cross-functional collaboration within the organization
- Represent the programme in relevant meetings and forums, as required.
- Undertake other responsibilities assigned to support programme objectives.

BEHAVIOURAL COMPETENCIES

- Strong team coordination, supervision and mentoring skills.
- Ability to delegate tasks, monitor progress and ensure accountability.
- Strong planning, organisational and time-management skills.
- Good problem-solving and decision-making abilities, particularly in field settings.
- Effective communication, interpersonal and stakeholder-management skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Sensitivity and respect while working with diverse communities.
- Ability to adapt to changing field situations and programme requirements.
- Commitment to equity, inclusion, integrity and community-centred approaches.

CRITICAL TRAITS

- **Field-oriented and willing to travel** regularly across programme locations.
- Good understanding of **community-based programmes and public health/ICDS systems**.
- Ability to independently monitor field activities and identify implementation gaps.
- Strong documentation, reporting and data-review skills.
- Ability to track programme targets, timelines and deliverables.
- Basic understanding of **budget management and financial documentation**.
- Ability to use **MS Office/Google Workspace and digital programme-monitoring tools**.
- Strong attention to detail and follow-through on tasks.
- Ability to manage multiple priorities and meet timelines.
- Sound values, integrity and confidentiality.
- Willingness to learn, take initiative and take ownership of assigned responsibilities.

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