

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
Public System Partnership
Empowerment, Health and Sexuality of Adolescent
Prevention of Violence against Women and Children
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 violence prevention against women and children—key determinants of health equity for families and communities.

ABOUT THE PROGRAM:

Our vision of the EHSAS Program is to enable the health and wellbeing of adolescents and youth, and transform them into healthy, gender-sensitive and responsible citizens. The program's focus is on: 1. Health, 2. Gender equality, 3. Sexuality, 4. Prevention of violence against women and children, 5. Participation

ABOUT THE PROJECT:

An important learning from our intervention has been that the program requires a long-term plan with creative strategies to sustain the interest of adolescents, and this helps to reduce the rate of attrition in the program.

The information provided through participatory group education sessions if coupled with interesting activities, wherein adolescents get an opportunity to explore precarious and unanswered questions, leads to self and peer learning. We also use information, communication and technology in our programme.

SNEHA's EHSAS Programme is now implementing SAFAR (Sustainable Adolescent Friendly systems to build Agency and Resilience) project in different areas in Mumbai, Navi Mumbai and Thane city with the following objectives:

- Expand the scope of a comprehensive adolescent health programme through schools to ensure management of mental health concerns, improvement in nutrition, improvement in knowledge on Sexual and Reproductive Health and Rights (SRHR)
- Engage and enable teachers and parents to become adolescent competent and improve their communication with young people
- Strengthen convergence of schools with Adolescent Friendly Health Clinics (AFHCs) in partnership with the public health system
- Build a well-informed citizenry of youth as Non-specialist Workers (NSWs) to provide psychosocial first aid to young people and enhance their agency

"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:

<u>SNEHA - SOCIAL MEDIA HANDLES</u>	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Program Coordinator

- + **Role:** The Program Coordinator leads and guides team for the day-to-day execution of implementation plans to ensure that targets are met effectively and high quality program is delivered to all the relevant target segments.
- + **Educational Requirement:** M A in Social Work / Public Health / Social Sciences
- + **Experience:** 5 years of experience in working with adolescents and children on safety, health and wellbeing.
- + **Location:** Navi Mumbai
- + **Reports to:** Associate Program Director
- + **Apply:** Applications are to be sent via email to **belinda.menezes@snehamumbai.org** with the Subject line: "Program Coordinator-Navi Mumbai"
- + **Date of publishing:** 28th August 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

It is an important role for system based intervention, ensuring appropriate co-ordination and follow up with community and system stakeholders, develop and implement sustainable implementation plan along with team and maintain project documentation

CORE RESPONSIBILITIES

1. Program Management:

- Develop and operationalize activity plans and implementation schedules in alignment with program objectives and timelines.
- Track program activities against agreed timelines, targets and deliverables to ensure timely completion.
- Prepare, monitor and utilize program budgets in line with approved plans and organizational processes.
- Ensure timely submission of budgets, vouchers and financial documents for smooth fund utilization.
- Identify implementation gaps and challenges and coordinate with the team to develop appropriate solutions.
- Facilitate cross-learning and sharing of good practices, field experiences and program learnings across the team.
- Ensure adherence to program protocols, implementation guidelines and quality standards.

2. Community based intervention:

- Leading community intervention with adolescents, their parents and other stakeholders
- Coordinating with parents and adolescents for workshops and sessions related to Parent child communications
- Identifying and building cadre of Parent Non Specialist workers on Mental health along with other mental health professionals in EHSAS team.
- Co creating medium and large size community campaigns along with team
- Work in co-ordination with Counsellors and Clinical Psychologist in critical case management

3. Schools based intervention:

- Lead EHSAS team in coordinating adolescents health intervention in schools and communities and seeking approvals for the same
- Working with school authorities and teachers to plan and execute an annual session calendar
- Lead Capacity Building of teachers to enable them to be adolescent competent workforce
- Leading implementation related to Parent Child Communication through schools and Communities
- Work in co-ordination with Counsellors and Clinical Psychologist in critical case management

4. Intervention with Youth Peer Educators

- Capacity building of cadre of youth to enable them to become peer educators
- Capacity building of youth peer educators regarding sexual reproductive health & mental health
- Designing campaigns and community based awareness initiatives with youth peer educators

5. Intervention with Public Health System

- To collaborate with the public health system and support to initiate and mainstream adolescent health services within the ambit of Adolescent Friendly Health Clinics under Rashtriya Kishor Swasthya Karyakram
- Build convergence between schools and primary public health system for increasing adolescents' access to health services
- Lead capacity building of health post staff to enable them to become Adolescent competent workforce.
- Preparing reports and submitting to RCH Officer on monthly basis

6. Data Management

- Manage data capturing, storage, analysis with APD, PD and M and E team and assist in making reports
- Interpret data in data discussion meetings and utilise the inputs for improving quality of intervention.
- Assist in Report writing and documentation as per the need of the programme

BEHAVIOURAL COMPETENCIES

- Critical thinking on subject matter and awareness about related issues
- Adequate understanding of interface between system and community for addressing adolescent health agenda
- Adequate interpersonal communication, presentation skills and writing in English
- Excellent facilitation skills
- Adequate proficiency in English, Hindi and Marathi
- Self-starting and self-monitoring abilities, along with negotiation skills and flexibility in time management

CRITICAL TRAITS

- Ability to seek inputs, plan and manage critical case intervention
- Decision making ability in the best interest of the adolescent
- Ability to work with different stakeholders
- Ability to plan and co-ordinate with team if there is community backlash.

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