

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:

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilize communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. The Program prioritizes 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 roles in assuring basic social, civil and economic security.

ABOUT THE PROJECT- SNEHA KNOWLEDGE CENTRE:

The Goal of VISHWAS project, SKC is to build resilient health systems and empower communities to prevent and respond to violence against women and young people through integrated survivor-centred services, community-led prevention strategies, and multi-sectoral support systems, thereby advancing the health, safety, and well-being of women and young people across the life course.

“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>	
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	https://www.facebook.com/SnehaMumbai
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	https://www.linkedin.com/company/544355/
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PROFILE SNAPSHOT

Designation: Program Coordinator

- + **Role:** The Program Coordinator is responsible for stakeholder coordination and management, capacity strengthening of health and public system stakeholders, and monitoring and evaluation (M&E) to ensure effective program implementation.
- + **Educational Requirement:** Masters in Social Work or in the Social Development sector.
- + **Experience:** At least 5 years' work experience in operational planning and implementation of project plans. Experience in development projects (health, violence, gender) an advantage.
- + **Location:** Mira Bhayander and Vasai Virar
- + **Reports to:** Associate Program Director
- + **Apply:** Applications are to be sent via email to **recruitment@snehamumbai.org** with the Subject line: "Program Coordinator- VISHWAS"
- + **Date of publishing:** 07th Sept 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

The Program Coordinator will ensure effective coordination between primary prevention, counselling, and extended response, while maintaining regular communication with relevant contributors for monitoring, documentation, and evaluation.

The role will involve 40% oversight of field activities, 40% oversight of counselling and extended response, and 20% administration and finance responsibilities, including collaboration with the Finance, HR, and Administration Managers.

The role requires strong communication, presentation, organization, motivation, innovation, and leadership skills, with the ability to respond effectively to challenges and immediate local occurrences in the community.

CORE RESPONSIBILITIES

Work package 1: Program Planning and Implementation

- Coordinate and organize meetings with public health officials, police, legal teams, NGO and community representatives.
- Ensure efficient and effective coordination between primary prevention, counselling, and extended response.
- Oversee field activities, counselling, and extended response as per the programme requirements.
- Develop and support the creation of training modules, tools, and IEC materials for frontline workers and community groups.
- Support the APD in reviewing strategies and developing program proposals.
- Organize and motivate teams and contributors to support effective programme implementation.
- Provide immediate response to local occurrences and challenges in the communities.

Work Package 2: Capacity Building and Mentoring

- Lead training sessions for healthcare providers, police, and community groups on GBV/VAWC.
- Conduct Training of Trainers (ToTs) for ASHAs and SNEHA facilitators. Manage training logistics, planning, and budgets.
- Revise and strengthen training content and modules.
- Mentor Medical Officers to strengthen their support to ASHAs.
- Lead process documentation and design/analyze training assessment tools (pre/post-tests).
- Strengthen and streamline referral pathways for VAWC cases with counsellors.
- Ensure effective communication and presentation of programme-related information.

Work Package 3: Program and Financial Strategy

- Support the APD in preparing budgets, Gantt charts, and strategic plans for funders, track budget utilization and coordinate monthly financial monitoring.
- Support resource mobilization and fundraising efforts for program gaps.
- Assist in preparing annual program and financial reports, presentations for reviews/boards, and contribute data and case stories for external reporting.

Work Package 4: Administrative and HR Management

- Support recruitment processes
- Facilitate performance management, improvement plans, and exit processes.
- Manage procurement, asset distribution, and maintenance
- Ensure smooth functioning of site offices, including logistics, printing, and approvals

Work Package 5: Monitoring, Evaluation, and Review

- Track program indicators and implementation progress.
- Conduct monthly feedback sessions and quarterly process reviews.
- Lead data monitoring and quality assurance in coordination with counsellor and case workers to ensure effective interventions.
- Ensure regular communication with other contributors for monitoring, documentation, and evaluation input needs.

Work Package 6: Organisational & Strategic Contribution

- Participate in team planning processes, programmatic team review and evaluation processes.
- Contribute to organizational and strategic planning, SNEHA-level operations, and the development and achievement of the organizations' and program's vision and goals.
- Apply understanding of gender, violence against women and children, counselling, and mental health in program implementation.

BEHAVIOURAL COMPETENCIES

- Effective team management
- Effective delegation, including setting clear expectations and tracking progress
- Ability to collaborate with a variety of stakeholders
- Effective interpersonal and relationship-building skills
- Commitment to gender equality
- Openness to diversity and respect for everyone
- Sound values and professional work ethics

CRITICAL TRAITS

- Well-versed in MS Excel, Word, and PowerPoint
- Strong oral and written command of English and Hindi
- Experience working in a community setting
- Strong implementation skills with focus on achieving results within timelines and budgets
- Effective training skills
- Strong communication and documentation skills
- Database management and data collection skills

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