

## JOB DESCRIPTION



### **OPENING FOR: PROGRAM COORDINATOR**

**NO OF POSITION TO BE HIRED: 1**

**NAME OF THE PROGRAM: EMPOWERMENT, HEALTH AND SEXUALITY OF ADOLESCENTS**

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**JOB LOCATION: DHARAVI**

### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

### **ABOUT THE PROGRAM**

Our vision of the EHSAS Programme is to enable the health and wellbeing of adolescents and youth, and transform them into healthy, gender-sensitive and responsible citizens. In EHSAS we use a combination of four intervention strategies to achieve the objectives and they are as follows:

- Group work includes group sessions, training in using theatre and other art forms to explore and understand sexuality, and building peer counselling skills
- Individual work includes mentorship, counselling, internships and peer support
- Family work includes individual and group awareness and counselling sessions
- Community interventions include awareness campaigns and building networks with local leaders, organisations, and other community bodies.

EHSAS seek to cultivate an environment suitable for discussion and acceptance of the problems faced by adolescents and finding solutions within the community to resolve these problems. Currently the EHSAS programme touches lives of adolescents and youth across geographic locations in Mumbai and Thane.

We are looking at transference of knowledge coupled with attitude and behaviour change to create a pool of change-agents and peer-educators within the community. To be able to do this, the first step is to implement out interventions that includes working with young people, stakeholders (family, community,

service providers and peers) and enabling each segment to contribute to an adolescent friendly ecosystem.

A Programme Coordinator would therefore be a connect between the implementing team and the young people at one level and between the field and the organization at the other level.

### **THE ROLE & RESPONSIBILITIES**

- Planning, organization, implementation and daily management of the project to deliver project outcomes within stated timelines
- Supervising project staff and building capacity of the project team on the thematic areas of gender, sex, sexuality, sexual and reproductive health and gender based violence
- Devising effective community mobilization strategies for strengthening community organization, and creative strategies for carrying out project activities
- Supporting the team in the community for intervention with adolescents and parents
- Supervising the quality of module based group education conducted with adolescents
- Facilitating project processes for strategic planning, budgeting and review, employee evaluation and organizational learning
- Daily monitoring and evaluation of project development for continuous improvement in conjunction with Monitoring and Evaluation personnel within EHSAS
- Programmatic reporting and documentation (to internal and external stakeholders)
- Handling finances and administrative responsibilities

### **EXPERIENCE AND QUALIFICATIONS**

- Educational qualification: Master's Degree or higher in Social Work, Sociology, Psychology
- At least 5 years of experience of working in the development sector in community based projects – content building and delivery experience desirable
- Prior experience of working with adolescents preferred, including capacity to facilitate group processes
- Command over English and Hindi (spoken and written)

### **MANAGERIAL (LEADERSHIP) COMPETENCIES PERSONAL ATTRIBUTES**

- Ability to work in a team and create equal opportunities for all
- A gender perspective that integrates understanding of team members and young people
- Empathy and openness to absorb learning from all contexts
- Effective team management and delegation – setting clear expectations, tracking progress and communicating information people need in their jobs
- Effective planning and implementation skills related to project management
- Problem solving ability and ability to multi-task and work simultaneously on different projects
- Working effectively through established systems, procedures and people interactions to get work done

**APPLICATIONS**

Interested applicants can send their updated CVs to: [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) OR [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with Subject line-**SNEHA- EHSAS- PROGRAM COORDINATOR**