

JOB DESCRIPTION

OPENING FOR: COMMUNITY ORGANIZER

NAME OF THE PROGRAM: PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: PROGRAM OFFICER

LOCATION: KURLA

PURPOSE OF THE ROLE

The Community Organizer will work with SNEHA's Program on Prevention of Violence against Women and Children, on the project "Community interventions for primary and secondary prevention of violence against women and girls: a cluster randomized controller trial in Urban India" The Community Organizer will report to the senior researcher. The position is full-time and is based in Mumbai.

DUTIES & RESPONSIBILITIES

The Community Organizer will be responsible for the following:

1. Work in close coordination with the supervisors who will plan the day-to-day activities on the field
2. Conduct Interview using a questionnaire tool on electronic gadget like Tab or smart phone.
3. Update, maintain, and submit the data collected from the field on a daily basis
4. Maintain field observation notes and share their findings regularly with the research team
5. Ensuring the quality of data collected from the field and making revisits as and when required
6. Identify, recruit participants (e.g. Household, eligible person) and conduct interviews or other methods as per the study protocol.
7. Coordinate with the team leader, program and facility staff to plan the data collection activities
8. Ensure timely reporting of activities and progress updates to the supervisor
9. Participate in training and data collection skill development with a research team
10. Debrief with participants and disseminate field findings with research team where relevant

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Minimum 10+2 intermediate from any recognized institutions
2. Minimum age 18 years of age.
3. Work experience: Minimum 1 year of work experience in data collection, survey, investigation and relevant field

DESIRABLE QUALIFICATION

1. Graduate degree in anthropology/ sociology/ social work or any relevant field.

PREFERENCE WILL BE GIVEN TO PEOPLE WITH THE FOLLOWING SKILLS AND COMPETENCIES:

1. Proficient in reading, writing and speaking Hindi and Marathi,
2. Preferably with a working knowledge of English
3. Willingness to travel within Mumbai for fieldwork, with familiarity of the cultural and linguistic diversity in Mumbai
4. Ability to work efficiently to meet deadlines, and independently as well as in a team
5. Possess excellent communication, observation and listening skills
6. Interested in gender related issue specially violence and to learn various data collection methods.
7. Possess skills in using Smart-phone or electronic Tabs either in Hindi and/or English, and openness to learn other computer skills required for the project.
8. Candidate must be willing to travel within informal settlement areas of Mumbai.

APPLICATIONS

Interested candidates can send their resume with cover letter by date via email on shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org with the subject line: **Community Organizer-PVWC-Kurla**