



ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment Health and Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

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. Using a socio-ecologic model as a framework for action at different levels to prevent violence, the program works on primary prevention, secondary intervention and tertiary prevention.

ABOUT THE PROJECT

The SNEHA Knowledge Centre is an initiative to strengthen the health promotion and violence prevention ecosystem for women and children in India through the development, scaling and sharing of evidence-based solutions. The Knowledge Centre has operationalized three major components of its work: (1) The SNEHA Academy, (2) Partnerships and Scaling and (3) Collaborations and Outreach. SNEHA will offer online and offline courses, customised training and strategic advice to other partners.

Through this hybrid center (online and offline), SNEHA will work with various groups of government, civil society organizations, private sector, media and academic institutions to bring the issue of health promotion and violence prevention to the forefront. The digital platform will compile national and international resources, provide customised training packages, and enable collaborations, while the offline activities will include providing strategic advice and support to community-based organizations, incubating projects in violence prevention and health promotion and networking with different stakeholders in the space. This initiative draws upon SNEHA's expertise in the field of health research and programming over the last twenty-five years and is crucial to building system-wide collaborations and co-learning in the field of health promotion.

We are looking for a committed and qualified candidate interested in coordinating the training component of the above-mentioned components of the SNEHA Knowledge Centre.

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 role entails building government, non-profit and academic partnerships by networking, identifying partners, establishing project partnerships, obtaining government permissions, coordinating and setting partnership terms, sharing resources with potential users, and facilitating project implementation in partnership with ecosystem stakeholders. This role is crucial to ensuring that the SNEHA Knowledge Centre is used effectively, especially through communications and networking initiatives such as newsletters, webinars, government meetings, attending events etc.
-  **Educational Requirement:** Master's degree
-  **Experience:** Relevant experience of at least 6-8 years in the social/Public Health sector
-  **Location:** GTB
-  **Reports to:** Program Director
-  **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: "Program Coordinator- SKC"
-  **Date of publishing:** 08th April 2025

DUTIES AND RESPONSIBILITIES

The Program Coordinator will work on five packages:

Overall Responsibilities

1. Initiate and cultivate relationships with government bodies, non-government organizations, and academic institutions.
2. Regularly engage with stakeholders to foster interest and secure investment in the SNEHA Knowledge Centre's (PVWC and MCH programs) activities.
3. Conduct interviews and discussions with prospective users of the SNEHA Knowledge Centre (PVWC and MCH programs) to discern user needs and priorities.
4. Collaborate with the SNEHA Communications team and the PVWC team and MCH team to conceptualise and execute communication strategies, marketing materials, and online activities for networking and partnership management, including newsletters and sharing groups.
5. Regularly attend networking events and meetings to represent the SNEHA Knowledge Centre (PVWC and MCH programs)

Work Package 1:

Program Planning and Implementation:

- Ensure optimal use of the approved budget for program activities.
- Explore technical partnerships with external agencies to enhance the virtual resource centre.
- Collaborate with translators, designers, and tech consultants for technical improvements.
- Work with the SNEHA team to plan and draft the layout of the virtual resource centre.
- Finalise agency selection following SNEHA protocols and initiate technical work.
- Coordinate with teams and agencies for timely completion of the virtual resource centre and helpline.
- Collaborate with the program team and Central Operations for logistical and technical arrangements for talks, webinars, seminars, and workshops.
- Co-create and develop detailed implementation plans for SNEHA Knowledge Centre (PVWC and MCH programs) activities, ensuring alignment with program goals and priorities.

Work Package 2: Government Partnerships

- Identify potential government partners through thorough scoping exercises.
- Liaise with government officials to understand their needs and effectively pitch SNEHA Knowledge Centre projects.
- Draft and obtain permissions necessary for the implementation of SNEHA Knowledge Centre programs.
- Act as a bridge between the PVWC team and government partners, facilitating the creation of project materials.
- Collaborate with the Admin team at SNEHA to draft and secure approval for Memoranda of Understanding (MoUs) with government partners.
- Coordinate logistics, including dates and venues, in collaboration with government officials.
- Conduct diligent follow-ups with government partners to ensure the successful implementation of projects.

Work Package 3: NGO Partnerships

- Identify community-based organisations (pan India) for participation in online courses, and collaboration in the Community Impact Catalyst Program.
- Engage in discussions with organisation leadership to comprehend their programs and identify specific needs.
- Serve as a liaison between the PVWC team and NGO leadership to establish the terms of the partnership.
- Collaborate with the admin team to develop Memoranda of Understanding (MoUs) with the partnering NGOs.
- Coordinate with NGOs to facilitate their employees' participation in training programs, webinars, and support groups.
- Establish and manage a network of NGOs, maintaining comprehensive contact lists.
- Ensure active participation of NGOs in courses and regularly share resources and research from the website with the partners.

Work Package 4: Academic Partnerships

- Identify academic partners, including researchers, institutions, and universities, through strategic outreach and networking efforts.
- Conduct thorough presentations to pitch the resources and initiatives of PVWC and MCH, emphasising the potential collaborative opportunities.

- Formulate a comprehensive strategy to establish and nurture long-term partnerships with academic institutions.
- Specifically, focus on developing a sustained collaboration with an academic institution to design and offer an accredited course on community mobilisation.
- Engage in dialogue with potential academic partners to understand their needs and tailor PVWC and MCH resources to align with their educational goals.
- Work closely with the academic institution to outline the structure and content of the community mobilisation course, ensuring it meets accreditation standards.
- Establish clear communication channels to facilitate ongoing collaboration, addressing any academic or logistical concerns that may arise.
- Regularly assess and reassess the partnership to ensure it remains mutually beneficial and contributes to the success of the accredited course and broader community initiatives.

Work Package 5: Webinars

- Identify and collaborate with subject matter experts and resource persons to ensure their active participation in webinars hosted by PVWC and MCH programs.
- Streamline coordination efforts to guarantee a seamless integration of experts into webinar sessions, optimising the overall learning experience.
- Implement strategies to enhance attendance at webinars and other online activities, employing effective promotional and communication tactics.
- Establish a systematic follow-up process post-webinar, aiming to assess participant satisfaction and understanding while also gauging the potential long-term impact.
- Engage participants in meaningful discussions, seeking feedback and insights to inform future webinar content and delivery.
- Monitor and evaluate the long-term outcomes of webinars and identify opportunities for future partnerships.
- Foster ongoing communication with participants to nurture relationships and sustain engagement beyond individual webinar sessions.
- Continuously adapt webinar strategies based on participant feedback, ensuring the content remains relevant and impactful.

CRITICAL TRAITS

- Proven experience in partnership development and project management.
- Networking and relationship-building skills with diverse stakeholders.
- Ability to understand and align partner programs with the goals of the Knowledge Centre.
- Organisational skills for effective coordination, event management, and follow-up.
- Strategic thinking to generate interest and investment in Knowledge Centre activities.
- Knowledge of government processes and ability to navigate bureaucratic structures.
- Tech-savvy with experience in online collaboration tools.

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