

Job Title: Program Associate, Kurla Poshan Initiative

Reports to: Program Manager

FMCH Vertical Component: Kurla Poshan Initiative (KPI)

Position: Full-time

Location: Jarimari, Kurla, Mumbai

Job Summary: Program Associate, KPI is responsible for taking the lead in effective community organizing and community outreach in KPI project, AWC from Project Poshan. This position is responsible for creating and strengthening community access to ICDS resources within the allotted AWC. This role requires field presence, program support, team engagement, support reporting for at least 80% of the time.

Essential Functions:

Community Organization and Outreach

- Understands community health and nutrition issues and work towards it.
- Need based, community visits to beneficiaries, ICDS, NRC & Child treatment centers, other NGOs and local community bodies to build an awareness of Community Nutrition Initiative program and promote access to improved health and nutrition.
- Facilitate community health and nutrition education within the purview of the First 1000 days as per the program guidelines
- Support Program manager in administering activities such as community mapping, household screening, and health talks, to build awareness about preventive and promotive health in the new intervention area.
- Identifying program trends and supporting PMs in improving quality of the program
- Understanding teams' challenges, case studies and keeping track of it.
- Keeping track of referred high risk mothers and children.
- Writing minutes from weekly team meetings.
- Providing on job training to the ICDS staff, FOs while conducting program related activities.
- Develop strong working relationships with Field officers to support them in day-to-day operations
- Build rapport with local government officials to bring effectiveness to the program

Communication

- Internal communication – Creates community support for CNI programming by leveraging knowledge and understanding of the community and provides supervision to Field Officer(s).

- External communication – Disseminates program materials and information on services and educational opportunities at the local ICDS center

Administrative Tasks

- Support in preparing and maintaining accurate and up-to-date reports on all activities undertaken in related to community intervention.
- Assists with the development of public awareness materials into the local language
- Files and monitors documentation (hard & soft copies)
- Attends and participates in staff meetings and training as scheduled
- To direct, supervise, and monitor works pertaining to equipment management and maintenance.
- Email and social media requirements such as photos, videos.
- Support Program managers in day to day to admin related work.

Additional Responsibilities:

- Stays updated about health issues that impact the community at large such as communicable diseases and specialized treatment facilities available at various hospitals within the project area.
- Resolve community issues with the officers.

Qualifications:

- Master Degree in Public health, Nutrition, Social work
- Effective communication skills, both verbal and written, in Hindi and English; knowledge of Marathi is a plus
- Minimum 3 years of work experience.
- Community organizing skills
- Strong working knowledge of the identified community(s)
- Able to work collaboratively in a team environment
- Public speaking skills

Remuneration: 3.00- 3.6 LPA CTC (based on experience)

How to apply: Please send your resume and cover letter to contact@fmch-india.org .