



**Job Title:** Program Associate

**Reports to:** Manager

**FMCH Vertical Component:** Anganwadi Accelerator Program

**Position:** Full-time

**Location:** Chhatarpur/Rajgarh (Madhya Pradesh)

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**Job Summary:** Program Associate is responsible for taking the lead in monitoring the work of the Program Coordinators in the execution of the Anganwadi Accelerator Program (AAP). She/He will also maintain relationships with the government officials of the ICDS and health departments to ensure smooth administrative functioning of the AAP. This position is responsible for creating and strengthening community access to ICDS resources. This role requires field presence, program support, team engagement, support reporting for at least 80% of the time.

## **ROLES & RESPONSIBILITIES**

### **Community Organization and Outreach**

- Understands community health and nutrition issues and works towards it
- Need based, community visits to beneficiaries, ICDS, NRC & Child treatment centers, other NGOs and local community bodies to build an awareness to promote access to improved health and nutrition
- Supporting the Programme Coordinators in disseminating their duties, assisting them on challenges on ground and making sure the quality of the work is maintained on-ground
- Have periodic meetings with the ICDS Supervisors to give and take updates on the work
- Facilitate community health and nutrition education within the purview of the First 1000 days as per the program guidelines
- Support 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, taking permission for events, maintaining government relations
- Identifying program trends and supporting 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 monthly, quarterly reports, minutes from weekly team meetings and keeping track of data on weekly, monthly and quarterly basis
- Providing on job training to the ICDS staff, Program Coordinators while conducting program related activities.
- Develop strong working relationships with Program Coordinators 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 programming by leveraging knowledge and understanding of the community and provides supervision to Program Coordinators
- External communication – Disseminates program materials and information on services and educational opportunities at the local ICDS center

### **Administrative Tasks**

- Assist in hiring of Program Coordinators
- Looking and setting-up of office space (when required)
- Maintain the database of employees (reportees) in payroll in specified internal HR management format/HRMS and update it regularly
- 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 in day- to-day admin related work
- End-to-end management of logistics, vendor management as/when required
- Undertake additional responsibilities as assigned by the management

**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 Program Coordinators

**Qualifications:**

- Master Degree in Public health, Nutrition, Social work
- Effective communication skills, both verbal and written, in Hindi and English
- Minimum 2-3 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:** 3.0- 3.6 LPA CTC plus travel allowance for both the locations (based on experience)

**How to apply:** Please send your resume to [recruitment@fmch-india.org](mailto:recruitment@fmch-india.org).