



Vacancy Announcement

Wycliffe Ethiopia's mission is Bible translation, Scripture Engagement, and Community development in collaboration with those who serve and share common values with us, making a significant impact on the community.

Wycliffe Ethiopia is a member of the Ethiopian Council of Gospel Believers' Churches (ECGBC) and the Leadership of ECGBC resolved to produce a common history of its constituency. This will be prepared in a format of book with multiple volumes that include the common origin, establishment and progressive journey of the Council members.

ECGBC commissioned Wycliffe Ethiopia, one of the members of the Council to host, organize and implement the project of History documentation and publication. This project is envisioned to develop towards an institution that provides documentation services of the constituency of ECGBC. This project shall be implemented under an oversight of a Commission established by the ECGBC and Wycliffe Ethiopia. The history book is expected to include a well-researched, standard and high-quality common history of the constituency of the Ethiopian Council of Gospel Believers Churches'.

In order to effectively manage this project, Wycliffe Ethiopia is currently looking to hire a motivated Communication and Project Funding Officer to join the team of ECGBC and Wycliffe Ethiopia.

Job Title: Communication and Project Funding Officer

We are seeking a highly motivated and skilled Communication and Project Funding Officer to join our dynamic team. The ideal candidate will be a strategic thinker with a passion for communication, grants and a proven ability to develop and implement effective communication strategies. The Communication and Project Funding Officer will report to the Project Manager and play a key role in promoting and coordinating this project.

Key Responsibilities

- Communicate effectively with partners, government officials, established and potential donors through email, reports, telephone, meetings and in person.
- Prepare and manage partner and stakeholders contact database
- Coordinate events, meetings and write meeting minutes whenever required by the Project Manager and Commissions.
- Assist with presentations and Reports.



- Create high-quality content for various channels, including press releases, social media, and newsletters.
- Collaborate with internal teams to ensure consistent messaging and alignment with project goals.
- Support media relations efforts and help build relationships with key media contacts.
- Draft and edit project proposals, narrative reports, and related documents in clear and professional English.
- Develop and manage basic project budgets using spreadsheets (Excel, Google Sheets)
- Review and track the financial health of projects, ensuring accuracy and accountability.
- Communicate effectively with established and potential donors through email, reports, and meetings.
- Take initiative to identify and pursue new partnership and funding opportunities.
- Support project approval processes and donor engagement efforts.

Qualifications and Experience

- Bachelor's degree in Communications/Public Relations, Business Administration and Project Management. A master's degree is a plus.
- Minimum of 2 years of experience in communications, project Funding, public relations, or a related field.
- Exceptional written and verbal communication skills.
- Strong understanding of social media platforms.
- Proven ability to manage multiple projects and meet deadlines.
- Experience in Project funding and media relations is an advantage.
- Creative and strategic thinker with excellent organizational skills.
- Ability to work well in a diverse team and a high-pressure environment.
- Flexibility and adaptability.

Job Location: Addis Ababa, Ethiopia

Type: Full-Time

Language Requirement: Fluency in English and Amharic (required).

Travel Expectations: Occasional travel outside Addis and remote locations may be required.

How to Apply

Qualified candidates are encouraged to submit their resume, cover letter, and any other required documents in PDF format to vacancy@wycliffeethiopia.org by September 29, 2025.

Please ensure that the subject of your email clearly states the position you are applying for. Only applicants who meet the minimum qualifications will be considered for the position and contacted for further steps in the application process.

Thank you for your interest in joining our team!

