

**JOB TITLE: Junior Bilingual Business Analyst Intern/Paid internship**

**LOCATION: Cotonou, Benin**

**POUR POSTUER : Renseigner le formulaire Google ci-après :**

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**Date limite pour postuler : 3 Mars 2026**

**JOB DESCRIPTION: Junior Bilingual Business Analyst Intern/Paid internship**

### **Position Summary**

We are currently recruiting a **Junior Bilingual Business Analyst Intern (French/English)** to join our growing team.

This is an **intern paid position**, ideal for individuals at the beginning of their professional journey who are eager to grow and contribute meaningfully.

Reporting directly to a manager within the CherishClub team — including the CEO — the Junior Business Analysts will play a key role in supporting the organization's strategic development through:

- Program delivery support and logistics
- Reporting and internal/external communication
- Social media and digital engagement

This role offers a unique opportunity to gain hands-on experience in a dynamic, mission-driven environment while developing core skills in analysis, communication, and strategic support.

The ideal candidate for this role is someone with:

- Strong emotional intelligence/control
- Attention to details, with
- Some degree of creativity, to infuse innovation within the team

**We are seeking bilingual candidate with very good fluency in French for business communication, and above average understanding of English (oral, listening, and written) , allowing them to work in a diverse team of native English and French speakers.**

## **RESPONSIBILITIES**

### **Program delivery support, Administration, & Logistics**

- Assist with training materials development and program delivery.
- Support logistical planning and coordination for programs, workshops, and training sessions, including scheduling, resource allocation, and follow-up.
- Support the coordination of workshops, training sessions, and stakeholder engagement.

### **Communication & Reporting**

- Design and administer surveys and assessments to measure program outcomes.
- Gather and analyze participant feedback to improve program effectiveness.
- Prepare professional reports, briefs, and presentations for leadership, clients, and partners.
- Translate complex data into clear, compelling insights for non-technical audiences.

### **Social media communication support**

- Design communication materials, using Canva, for our online programs
- Provide sound captions editing and translation (English to French and vice versa) for online training modules on the CherishClub learning platform for our online courses
- Maintain online courses platform, through contents updating for continuous & consistent improvement of our training contents provided to participants in our leadership coaching programs

### **Support to management**

- Provide day-to-day assistance and support, as requested by direct manager
- Support to administrative & logistic-related errands as necessary, for delivery of training programs and day to day business management

## **SKILLS & QUALIFICATIONS**

- Bachelor's or master's degree in business, **Economics, Communication, Statistics, or related fields.**
- Prior experience in **business analysis, consulting, or research-based roles will be an asset but not mandatory.**

- Strong **written and verbal communication skills** with the ability to simplify complex data.
- Proficiency in **Microsoft Office (Excel, PowerPoint, Word)**.
- Strong analytical and problem-solving skills with attention to detail.
- Experience with data visualization tools (Power BI, Tableau, or Excel advanced) is an advantage.
- Knowledge of design/communication tools (Canva, Capcut, Première Pro, Photoshop) is a plus.
- Team player, proactive, and able to manage a fast-paced work environment with sometimes shifting priorities.

#### **REMUNERATION**

- **This is a paid internship position.**