

Job Posting: 177213 - Position: S26 Legal Operations Co-op/Internship (Summer and/or Fall 2026) 177213

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/23/2026 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	01/16/2026 08:48 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	British Columbia Investment Management Corporation (BCI)
Address Line 1	750 Pandora Ave
City	Victoria
Postal Code / Zip Code	V8W 0E4
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Legal Operations Co-op/Internship (Summer and/or Fall 2026) 177213
Position Type	Co-op Position
Job Location	Victoria, BC
Country	Canada
Duration	4 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	0.0 per hour for 0 Major List
Salary Range \$	\$2,330.00 gross bi-weekly
Job Description	

Are you looking to develop your communication, analysis, and stakeholder engagement skills in a legal environment? Are you interested in legal technology and working with a team of project and operational professionals at British Columbia's largest investment management organization?

The British Columbia Investment Management Corporation (BCI) is seeking a Legal Operations co-op student for the summer term (May-August) to join our Legal Affairs Department.

WHAT YOU NEED TO KNOW

BCI manages a globally diversified portfolio of assets valued at \$295 billion and is one of Canada's largest institutional investors. We invest globally to support pension and other funds for more than 30 clients based in British Columbia. We are proud to have been chosen as one of **Canada's Top 100 Employers** and **BC's Top Employers**. These national and provincial competitions recognize employers who offer exceptional workplaces for their employees.

The Legal Operations Co-op/Intern will support our Legal Affairs Operations team across a broad range of activities, including

strategic planning, project execution, and day-to-day operational tasks. This role offers hands-on experience applying your skills in a dynamic legal environment.

WHO YOU WILL WORK WITH

The Legal Operations team includes a Manager, Senior Solution Specialist, Analyst, Technician, and several contractors. This position will report to the Senior Solution Specialist and collaborate with stakeholders across Legal Affairs and other departments to support operational improvements and strategic initiatives.

WHAT YOU WILL BE DOING

- Business Analysis
- Engage with stakeholders to understand and document business requirements
- Collect, organize, and analyze information to support solution recommendations
- Conduct research and data analysis
- Operations Support
- Prepare and publish team communications
- Maintain SharePoint sites and lists
- Project Support
- Prepare project deliverables such as briefing notes and white papers
- Attend team meetings and events

WHAT WE OFFER

- Excellent career development and work experience within a strategic function with high visibility across the entire department
- Work with a dynamic team in a fast-paced environment
- The development of real-world skills at one of the largest institutional investors in Canada
- Exposure to some of the most talented, approachable, and inspiring people in the industry
- The ability to opt-in for access to Dialogue, a user-friendly app that offers virtual primary care, employee and family services, and mental health supports
- Time to connect with co-op students & interns at BCI - build your network and shared learning
- Two paid days per year for volunteering
- Competitive pay: \$2,330.00 gross bi-weekly or \$2,155.00 gross bi-weekly + vacation leave paid based on 6% of salary (\$2,330.00 gross bi-weekly for those with (or working towards) a graduate degree or joining the Investment Strategy & Risk department and \$2,155.00 gross bi-weekly for those with (or working towards) an undergraduate degree, diploma, or certificate)
- Travel: if coming to Victoria for this work term, BCI will provide a fixed-rate travel allowance based on your location

THE DETAILS

- Work term: **Summer 2026** (May to August or December)
- Department: **Legal Affairs**
- Office Location: 750 Pandora Avenue, Victoria, BC
- Spend your off hours exploring beautiful Victoria and Vancouver Island
- All co-ops/internships will need to be completed in person at our Victoria office with the option to work one day per week from home. Please note, some positions are not eligible for hybrid work.

Job Requirements

REQUIRED SKILLS

- Is detail-oriented, accurate, conscientious, and focused
- Has the ability to meet deadlines while maintaining accuracy, excellent product quality, and attention to detail
- Has strong research skills combined with analytical and problem-solving abilities
- Can communicate clearly and concisely, both orally and in writing
- Is professional and has excellent interpersonal skills
- Has strong technology skills including the ability to effectively use Word, Outlook, Excel, PowerPoint
- Preferred Skills:

- Is familiar with Microsoft 365 tools such as One Drive, SharePoint Online, and MS Teams
- Has experience using AI assistants such as Co-Pilot, ChatGPT, Claude, and other AI models

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Special Application Instructions

APPLICATION LINK: https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/details/Legal-Operations-Co-op-Internship--Summer-and-or-Fall-2026-_JR101370

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.