

Job Posting: 177245 - Position: S26 Business Analyst and Facility Security Co-op/Internship (Summer 2026) 177245

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/29/2026 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	01/16/2026 12:52 PM
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 Business Analyst and Facility Security Co-op/Internship (Summer 2026) 177245
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	

Closing date: January 29, 2026

The British Columbia Investment Management Corporation (BCI) is seeking a Project Management, Business Analysis & Facility Security co-op/intern for the Summer 2026 (May to August) work term. In this role, you'll analyze data from various sources, identify trends, and share insights with the team and organization. You'll play a critical part in managing projects that affect BCI as a corporation, including workplace optimization, office management, and safety and security initiatives.

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.

As a Co-op/Intern, you'll work on exciting projects that impact the future of our company and our clients. You'll help manage

various sized projects including office expansions, reconfigurations, and corporate-wide initiatives. You'll analyze data from multiple sources-including operations, administration services, occupancy sensors, space utilization, and physical security and safety systems-to identify trends, patterns, and process improvements. This is a fantastic opportunity to gain hands-on experience in business analysis, project management, and safety and security program management while making a meaningful impact on our company's growth.

WHO YOU WILL WORK WITH

The Corporate Data & Operations department is a central hub that delivers essential business services across all departments within the organization. The department is comprised of three branches: Data & Analytics, Business Planning, and Workplace Services. The department facilitates BCI's corporate strategy and plays an integral role in its execution by ensuring staff have high-quality data, advanced analytics for decision-making, and well-appointed global offices for collaboration. The department is a critical part of how BCI delivers long-term value for our clients.

Workplace Services, a branch of Corporate Data & Operations, provides employees with a work environment that enables the organization to achieve its business goals and staff to conduct day-to-day business in a safe, efficient, orderly, and seamless manner. Workplace Services includes Safety, Security, Building Operations, Leasing, and Administration/Client Experience.

WHAT YOU WILL BE DOING

- Analyze and interpret data from various sources focusing on physical security & facility safety as well as business continuity planning
- Analyze and interpret data from various sources including operations, administration services, occupancy sensors, space utilization, physical security, facility safety, and business continuity planning to identify trends, patterns, and opportunities for improvement
- Prepare and deliver insightful reports on office management processes, workplace spaces, and safety and security programs to internal and external stakeholders
- Evaluate and review existing workplace services processes related to office management, facilities, support services, physical security, and safety to identify areas for improvement or automation
- Assist in monitoring day-to-day physical security and safety of BCI facilities, including incident reporting, management and corporate travel risk
- Work closely with the project management team to plan, execute, and deliver projects-including workplace optimization and safety and security initiatives-on time and within budget
- Assist with emergency response planning and exercises to strengthen the pre-existing safety and physical security program
- Help maintain and introduce new training materials and opportunities for staff related to workplace services, safety, and security
- Collaborate with Corporate Financial Planning & Analysis to monitor and analyze budget spending for the team
- Conduct user acceptance testing and involve end-users in evaluating proposed changes to ensure new solutions meet their needs and expectations
- Collaborate with cross-functional teams to develop and implement office management, workplace optimization, and safety and security solutions
- Manage and follow corporate directives and office procedures while overseeing the coordination, review, and implementation of new procedures to enhance efficiency
- Support the Workplace Services team in day-to-day tasks and special projects as needed

WHAT WE OFFER

- Gain valuable, hands-on experience in a growing company
- Work on exciting projects that directly impact the future of our business
- Develop your skills in business analysis, project management, and office management
- Collaborate with a diverse, talented team of professionals
- Expand your professional network and make connections in the industry
- 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
- BCI investment professionals lead a monthly Investment Club to share industry knowledge with employees who work in other departments
- 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 biweekly for those with (or working towards) a graduate degree and \$2,155.00 gross biweekly 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)
- Department: **Corporate Data and Operations**
- 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

- A fundamental knowledge of basic business and investment-related disciplines
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to meet deadlines while maintaining accuracy, excellent product quality, and attention to detail
- Has an interest in business analysis, administrative processes, customer services combined with a keen interest in physical security and safety initiatives
- A dedication to hard work, commitment to the highest ethical standards, and an eagerness to learn
- Strong research skills combined with analytical and problem-solving abilities
- Highly proficient in Microsoft Office suite including Word, Excel, and PowerPoint

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Hiring Manager

Special Application Instructions

APPLICATION LINK: https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/details/Business-Analyst-and-Facility-Security-Co-op-Internship--Summer-2026-_JR101367

- Application deadline: January 29, 2026 at 11:59PM PST
 - Please upload a cover letter, resume, and transcripts (unofficial transcript will suffice)
- 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.