

Job Posting: 177184 - Position: S26 Digital Workplace Technical/ Business Analyst Co-op/Internship (Summer 2026) 177184

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/22/2026 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	01/15/2026 12:07 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 Digital Workplace Technical/ Business Analyst Co-op/Internship (Summer 2026) 177184
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 or \$2,155.00 gross bi-weekly + vacation leave paid based on 6% of salary

Job Description

Use your communication, analysis, and stakeholder engagement skills in a fast-growing company where you can have an impact. The British Columbia Investment Management Corporation (BCI) is currently seeking a Digital Workplace Technical/Business Analyst co-op student/intern for the Summer 2026 work term (May to August) to work with our Technology team.

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 Digital Workplace Technical/Business Analyst Co-op/Intern will work within our Technology department as part of the Digital Workplace team. This is a great opportunity for you to learn and apply your knowledge to support the implementation of Digital Productivity tools, such as the Microsoft 365 suite, as we roll out cloud services to the corporation.

WHO YOU WILL WORK WITH

The Technology department is responsible for developing technology solutions that contribute to the achievement of BCI's mission and long-term goals. The department manages the Corporation's business applications and information technology infrastructure, providing support to a large group of financial professionals. The department is also responsible for authoring technology-related directives and conducting disaster recovery planning to minimize risk to the Corporation's delivery of investment services.

WHAT YOU WILL BE DOING

- Create video content to help employees use technology
- Develop user guides and communications about new products and services
- Assist in developing user-experience journey maps and personas
- Evaluate new software and features to identify opportunities to meet business needs
- Support organizational change management activities working across BCI departments
- Research new and innovative ways to create business value with the Microsoft 365 platform
- Collect, organize, and analyze problems to support solution recommendations
- Engage and regularly liaise with the user community to understand their needs
- Work with business users and technology leaders to drive adoption of digital workplace tools
- Participate in technology modernization projects that impact up to 1000 users
- Ad-hoc projects and tasks as assigned by the team

WHAT WE OFFER

- Excellent career development and training
- 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 biweekly for those with (or working towards) a graduate degree or joining the Investment Strategy & Risk department 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: **Technology**
- 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

- Has an interest in new technologies, and an eagerness to learn
- Ability to learn all about new tools or products with minimal guidance, then translate that into people-friendly instructions, demonstrations, or written materials. You can take the complicated and make it simple for others.
- Ability to communicate clearly and concisely, both orally and in writing
- Exhibit a high level of professionalism and excellent interpersonal skills
- Ability to meet deadlines while maintaining accuracy, excellent product quality, and attention to detail
- Strong research skills combined with analytical and problem-solving abilities

- A dedication to hard work, commitment to the highest ethical standards
- Familiarity using Microsoft 365 tools such as Office, One Drive, SharePoint Online, and MS Teams would be an asset

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/Digital-Workplace-Technical-Business-Analyst-Co-op-Internship-Summer-2026-_JR101363?jobFamily=0eb78d2d472c016710ecea23a2168513

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.