

## Job Posting: 177999 - Position: S26 Project Coordinator Co-op 177999

|                         |                          |
|-------------------------|--------------------------|
| Co-op Work Term Posted: | 2026 - Summer            |
| App Deadline            | 02/10/2026 09:00 AM      |
| Application Method:     | Through Employer Website |
| Posting Goes Live:      | 02/03/2026 02:48 PM      |
| Job Posting Status:     | Approved                 |

### ORGANIZATION INFORMATION

|                        |   |
|------------------------|---|
| Organization           | BC Pension Corporation                      |
| Address Line 1         | 5th Floor, 395 Victoria Waterfront Crescent |
| City                   | Victoria                                    |
| Postal Code / Zip Code | V8T 5K3                                     |
| Province / State       | BC  |
| Country                | Canada                                      |

### JOB POSTING INFORMATION

|                   |                                      |
|-------------------|--------------------------------------|
| Placement Term    | 2026 - Summer                        |
| <b> Job Title <b> | S26 Project Coordinator Co-op 177999 |
| Position Type     | Co-op Position                       |
| Job Location      | Victoria, BC                         |
| Country           | Canada                               |
| Duration          | 8 months                             |
| Work Mode         | Hybrid                               |
| Salary Currency   | CAD                                  |
| Salary            | 0.0 per hour for 0 Major List        |
| Salary Range \$   | \$1,981.52 - \$2,267.02 bi-weekly    |
| Job Description   |                                      |

Open to students registered in a recognized co-op program only. (in the Greater Victoria area)

- Duration: Spring and Fall (May - December 2026; 8 months)
- Location: Victoria, BC (our office is situated on the Selkirk Waterfront on the Gorge Inlet. Enjoy stunning views of downtown Victoria and the Olympic mountains and take advantage of the nearby Galloping Goose Regional Trail for walking and biking).
- Salary: \$1,981.52 bi-weekly - Grid 7, Step 3 (for students working towards a diploma or bachelor's degree) or \$2,267.02 bi-weekly - Grid 12, Step 3 (for students working towards a post-graduate degree).
- Grant: As part of our inVESTED scholarship program, you may be eligible for reimbursement up to a maximum of \$1,000 per four-month work term to cover the cost of co-op work term tuition fees.
- Hybrid Work Model: Employees are supported to work part of their time from home and part of their time on campus to encourage flexibility, performance, and connection.
- Skills for Success Program: Engage with other co-op students in a monthly virtual event designed to build connection and community while developing skills to support your success.
- LinkedIn Learning: During your time working here, you will have 24/7 unlimited access to over 16,000 online courses to help support your personal, educational, and professional goals.
- Team: As part of the Information and Technology Services Division, the Project Management Office (PMO) team is dedicated to ensuring project operations run smoothly, as well as supporting the PMO day-to-day operations with a focus on continuous

improvement of its processes and tools. You will be engaged in a fast paced, challenging, and exciting work, including initiatives that will shape the future of our work and support our journey towards becoming an insights-driven organization.

## Job Responsibilities

As part of the Project Management Office (PMO) team, the role will support various aspects of the project delivery, such as project coordination and monitoring, and other PMO functions, including but not limited to methodology improvement initiatives and Project and Portfolio Management (PPM) Tool support, more specifically:

- Assist in providing support for PPM Tools, such as MS Project, Project Online, SharePoint, Power BI and MS Teams
- Assist in performing quality control and monitoring of various project activities and deliverables
- Use data analytics and process improvements methods to identify, recommend and implement PMO process improvements
- Document and update as required various PMO processes, procedures, and tasks
- Assist in preparation of business cases for/coordination of projects initiated and managed by the PMO
- Participate in the day-to-day support provided by the PMO team to various stakeholder groups

## Learning Outcomes

The successful candidate can expect to gain experience in the following areas:

- *Experience in using and supporting PPM Tools*
- *Experience with Project Lifecycle and Project Management Methodology*
- *Experience in using various collaboration tools such as Microsoft Teams and SharePoint Exposure to Power BI and other analytics tools*
- *Good understanding of the day-to-day operations of a Project Management Office*

## Diversity & Inclusion

BC Pension Corporation is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law. We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodations upon request. If you require assistance or accommodation due to a disability, please email us at [co-op@pensionsbc.ca](mailto:co-op@pensionsbc.ca).

Thank you for your interest in working with us. We will let you know about your status in this competition as soon as possible. If you have questions about this opportunity, please email us at [co-op@pensionsbc.ca](mailto:co-op@pensionsbc.ca).

### Job Requirements

## Requirements

This opportunity is available to 3<sup>rd</sup> or 4<sup>th</sup> year Computer Science and Software/Computer Engineering students and graduate level students studying Computer Engineering/Science, or related fields.

*Knowledge and/or experience in the following areas would be an asset:*

- *Planning, organization, and prioritization skills*
- *Experience in project coordination and/or management*
- *Knowledge of collaboration and project management tools, such as MS Teams, SharePoint, MS Project*
- *Ability to analyze issues, identify and recommend options, and implement solutions*
- *Experience in Excel, Word, and other Microsoft applications*
- *Interest in project management methodologies and best practices*
- *Interest in project management office administration*
- *Being curious and asking questions*

### Citizenship Requirement

N/A

## APPLICATION INFORMATION

**Application Procedure** Through Employer Website

**Cover Letter Required?** Yes

### Special Application Instructions

As part of your application, please upload the following documents:

- Cover letter
- Resume
- Transcripts (unofficial transcripts are accepted)

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

**Application Link:** [https://fa-exby-](https://fa-exby-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1013/requisitions)

[saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1013/requisitions](https://fa-exby-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1013/requisitions)

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.