

Job Posting: 177243 - Position: S26 Investment Templates & Standards Design Co-op/Internship (Summer 2026) 177243

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 12:49 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 Investment Templates & Standards Design Co-op/Internship (Summer 2026) 177243
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

We're seeking a detail-oriented, design-focused intern to develop and launch a department-wide presentation template system. The British Columbia Investment Management Corporation (BCI) is currently seeking an Investment Templates & Standards Design Co-op/Intern for the upcoming work term to design templates across multiple presentation formats, build them in PowerPoint, organize them in a centralized resource hub, and create documentation to ensure consistent adoption.

WHAT YOU NEED TO KNOW

BCI manages a globally diversified portfolio of assets valued at \$295.0 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 Investment Templates & Standards Design Co-op/Intern will work within our Infrastructure & Renewable Resources

department. This is a great opportunity to apply your design skills to create professional presentation standards, build centralized template resources, and develop governance documentation for a \$32.2 billion global infrastructure investment portfolio.

WHO YOU WILL WORK WITH

The Infrastructure & Renewable Resources (I&RR) department manages a globally diversified \$32.2 billion portfolio of infrastructure and renewable resource investments across sectors including transportation, utilities, energy, and digital infrastructure. With teams in Victoria, Vancouver, London, and India, I&RR invests on behalf of BCI's clients to deliver stable, long-term returns while supporting the transition to a low-carbon economy.

WHAT YOU WILL BE DOING

- Template Design & Development
- Audit current presentation styles across the department to identify inconsistencies and pain points
- Work with stakeholders within the department to define template specifications and standards
- Design templates across presentation categories (Deal Alerts, Client and external presentations, Investment Memoranda, etc.) and ensure alignment with BCI brand guidelines
- Build functional templates in PowerPoint/Adobe Suite with locked master slides and style guides
- Establish and organize a central template repository (SharePoint, Teams, or similar) with version control and deprecation processes
- Document template usage guidelines, create quick-start guides with examples for each template type
- Develop training materials, track template adoption rates, and gather feedback to iterate on designs

WHAT WE OFFER

- Excellent career development and training including exposure to professional design standards, institutional investment processes, and enterprise document management systems
- 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
- 2 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 \$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 - August)
- Department: **Infrastructure & Renewable Resources**
- 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

- Advanced PowerPoint skills (master slides, custom layouts, style guides)
- 2-3 design projects in your portfolio you can explain
- Strong written communication skills
- Comfort with design thinking and brand consistency
- Familiarity with SharePoint, Teams, or similar collaboration platforms
- Ability to use Excel, PowerPoint, Word, and Adobe Suite

•Interest in institutional investment management and attention to detail

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/Investment-Templates---Standards-Design-Co-op-Internship--Summer-2026-_JR101362

• Application deadline: **January 29, 2026 at 11:59pm PT**

• 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.