

Infrastructure BC – Project Associate



About Infrastructure BC

Infrastructure BC Inc. supports the public sector by providing leadership in the procurement of complex capital projects. Our team at Infrastructure BC works to improve the lives of people and communities in British Columbia by acting as a link between public-sector entities and private-sector companies in the procurement and delivery of complex capital projects. As infrastructure is a crucial part of the BC Government's plan to keep the province moving, an unprecedented number of significant and complex infrastructure projects have been approved to improve and address the province's growing needs.

Infrastructure BC projects improve residents' day-to-day lives, contribute to local job creation, and support a strong and sustainable economy. For more information on Infrastructure BC, please visit www.infrastructurebc.com.

Role overview

Are you ready to jumpstart your career by working on complex, meaningful public infrastructure projects that make a difference across the province?

Infrastructure BC is looking for a **Project Associate** to join our dynamic team. This is an exciting opportunity for recent graduates to apply their research, organization, and communication skills in a professional setting—while gaining hands-on experience in infrastructure planning, procurement, and project delivery.

Whether you studied engineering, business, planning, or public administration, we offer a collaborative environment where you'll learn from experienced mentors and grow your knowledge of the infrastructure sector.

Why join us?

- **Make an Impact:** Contribute to major public projects that shape communities—like hospitals, transit systems, and schools.
- **Learn & Grow:** Get exposure to the full lifecycle of infrastructure projects, from planning and procurement to construction.
- **Supportive Team Culture:** Work alongside experienced professionals who are invested in your development.
- **Professional Development:** Access training, mentorship, and opportunities to take on increasing responsibility as your skills grow.

What you'll do

As a **Project Associate**, you'll play an essential role in supporting teams through a variety of tasks including:

- Working with project teams to draft and format business cases, procurement documents (e.g. RFQs, RFPs), reports and presentations.
- Scheduling and organizing meetings and workshops; taking notes and following up on action items.
- Conducting research and preparing background materials to support project planning and decision-making.
- Tracking project timelines and maintaining organized project records in accordance with best practice and guidance.
- Supporting procurement processes by helping coordinate evaluations and communications.

You'll be fully embedded in project teams and gain insight into public-private partnerships and infrastructure delivery models.

What we're looking for

- Recent graduates (1–4 years out) from programs in **engineering, business, public policy, urban planning, architecture, or a related field.**
- Strong communicators—both in writing and verbally
- Highly organized with excellent attention to detail
- Curious, adaptable, and eager to learn
- Comfortable with MS Office (Word, Excel, PowerPoint, Outlook); familiarity with tools like MS Teams, SharePoint, or MS Project is a bonus

Experience in infrastructure, consulting, project coordination, or government is helpful—but not required. We welcome candidates with diverse experiences and transferable skills.

What we can offer:

Infrastructure BC prides itself on providing an engaging work environment that offers focused development opportunities for all team members. Infrastructure BC provides unmatched professional development opportunities through exposure to complex, high-profile infrastructure projects and access to industry-leading expertise. In addition, Infrastructure BC provides competitive compensation and benefits, enrollment in the BC public sector pension plan, and support for mental and physical well-being for all employees.

Compensation range: \$ 60,000 - \$75,000.

Location:

This position can be based in Vancouver or Victoria. This position is eligible for our hybrid remote work policy following the completion of the onboarding program.

How to apply:

**Qualified candidates are invited to send their resumes, in confidence, to HR via email at hr@infrastructurebc.com.
Deadline to submit applications is August 22, 2025 (early applications are encouraged).**

We thank all applicants for their interest; however, only those selected to be interviewed will be contacted. We are committed to employment equity and building a team that reflects the diversity of the communities we serve. We are an equal opportunity employer and encourage applications from all qualified individuals. Accommodations are available upon request throughout the recruitment process; for more information, contact hr@infrastructurebc.com.