



**Summer Intern – Operations Support Services**  
**IGM Financial, Mackenzie Investments – Toronto Office**

[Job Link](#)

IGM Financial Inc. is a leading wealth and asset management company in Canada, managing approximately \$271 billion in assets. It offers financial planning and investment services to over two million Canadians through IG Wealth Management and Mackenzie Investments.

Mackenzie Investments, founded in 1967, is a key part of IGM's business model, serving as a comprehensive asset-management partner for Canadian financial advisors and their clients.

**At Mackenzie Investments You Can Build Your Career with Confidence.** We are proud to be recognized as one of Canada's Top 100 Employers for the fourth consecutive years and one of Canada's Best Diversity Employers. Our vision and strategy aim to innovate the industry and support Canadians in achieving their financial goals.

Join our team to engage in continuous learning and skill development in a supportive environment. Experience the best of both worlds with our hybrid work environment, where you spend three days a week in the office, connecting, collaborating, and enjoying quality time with your amazing colleagues! Our Values: Be better; we strive for improvement in everything we do. Be accountable; we foster clarity and are empowered to act responsibly. Be a team; we are united to drive collective impact to achieve our goals.

**Position:**

We are currently hiring an intern looking for a summer term position, May to August 2026 in our Toronto office. Candidates must be enrolled in an undergraduate program and plan to return to school after completing the internship to be eligible to apply.

**Responsibilities:**

- Contribute to the coordination and execution of Operations Support Services disciplines, including Knowledge Management, Change Management, Communications and Learning & Development by supporting team initiatives and corporate projects
- Support the delivery of operational excellence by contributing to process documentation, and continuous improvement initiatives
- Assist in executing change management activities, including preparing stakeholder communications, conducting impact assessments, and supporting readiness efforts
- Maintain and enhance knowledge management systems by organizing content, updating repositories and ensuring accessibility and relevance of operational resources
- Coordinate and support learning and development initiatives, helping with logistics, updating training materials, and tracking
- Provide operational support including coordinating activities, meetings, tasks, data analysis, and presentation materials

**Requirements:**

- Exceptional written and verbal communication skills to support internal messaging,



documentation and stakeholder engagement

- Advanced proficiency in productivity and collaboration tools, including Microsoft 365, SharePoint and content management platforms (e.g., SharePoint)
- Project coordination skills with the ability to manage timelines, track deliverables, and support cross-functional initiatives
- Ability to synthesize complex information into accessible formats such as executive summaries, visuals aids, or training materials
- Creative thinking and design sensibility with experience using tools like Adobe Creative Suite, or similar platforms to support visual communications and learning content
- Professionalism and a collaborative attitude, with a strong sense of accountability and commitment to supporting operational excellence
- Pro-active with an aptitude for problem solving and ability to work calmly under pressure

**To apply, please include a resume and transcripts (full unofficial version) by January 25, 2026, at 11:59 pm EST.**

The expected annual base salary range (prorated for the term) for this role is \$49,000 - \$51,000, which is determined based on year of study, IGM program, geographic location and candidate's skills, knowledge and experience. In addition to base salary, this role is eligible for paid time off.

IGM is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada – including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

Mackenzie Investments is an accessible employer committed to providing barrier-free recruitment experience. If you require accommodation or this information in an alternate format at any stage of the recruitment process, please reach out to the Talent Acquisition team who will work with you to meet your needs.

**How to Apply:** Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to <https://www.mackenzieinvestments.com/en/careers>.

We thank all applicants for their interest in Mackenzie Investments; however, only those candidates selected for an interview will be contacted.