

# RESEARCH AND ADMINISTRATIVE ANALYST

## MONARK

**Term:** Full-time

**Start Date:** August/September 2021

**Location:** HQ - Calgary, AB / Remote

**Experience:** 2+ years

**Compensation:** \$50,000, full benefits, opportunity to participate in employee equity plan

### COMPANY OVERVIEW

Monark is the product of a bold vision to change the traditional leadership development industry – we believe in a world where leadership growth and access to professional services can be simplified, accessible, and affordable. Monark is the future of leadership development in an app, founded on the idea that there has to be a better option for leaders and individuals interested in leadership growth and education. Our team has extensive consulting and research backgrounds and have worked in the leadership space for over 15 years. We are extremely passionate about creating a solution and product that actually works and are looking to add people to our team that feel the same.

### THE ROLE

We are looking for a resourceful, enthusiastic, and self-assured individual to join our team as a **Research and Administration Associate**. This role will involve contributing to our evidence-based consulting practice, as well as supporting in the development and refinement of our digital leadership development solution. You will be working directly with both founders and will have the ability to join an early-stage startup and grow with us.

### OUR IDEAL CANDIDATE HAS/IS:

- A background in Industrial Organizational (I/O) Psychology, Organizational Behaviour (OB), Management or Human Resources.
  - Preference will be given to individuals with a master's degree in I/O Psychology or OB, however, graduates of undergraduate BPsych or BComm programs will still be considered.
  - Previous research experience in the areas outlined above is considered an asset.
- Exceptional writing and editing skills, and an inclination toward ongoing enhancement of these skills.
- Knowledge and proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience in DisplayR, SPSS, Canva, and/or PowerBi considered an asset.
- Some familiarity with statistics in a behavioural science context would be considered an asset.
- Evidence of self-awareness, curiosity, and an interest in continual personal/professional development.
- Someone who wants to have fun, values winning in a team setting, and is willing to wear multiple hats as an early addition to a high-growth startup.

### KEY RESPONSIBILITIES

- Gathering and compiling information on various research topics.
- Writing and editing short articles for newsletter or digital marketing.
- Contributing to the creation of training materials, educational modules and other miscellaneous content for the digital application as well as the website.
- Supporting in client work:
  - Preparing and distributing assessment/survey materials in client organizations.
  - Analyzing data and displaying results.
  - Creating reports detailing assessment/project results in an online platform (i.e., DisplayR), as a deliverable to external clients.
- On occasion, liaising with clients by supporting their needs and being attentive to administration requests.

- Attending to various office administrative duties as needed, including social media copyediting, supporting the founders in meetings, note-taking etc., sourcing of relevant articles/information, and maintenance of a research database.
- Represent Monark with integrity and professionalism.

## OTHER DETAILS & BENEFITS

- We have a big vision to be THE leadership development solution for organizations globally, and right now there is an opportunity to join us in the early stages of this journey.
- We practice what we preach: we regularly engage in learning and reflection, and we embrace a feedback and accountability-driven culture.
- We work incredibly hard, but we also like to have fun, and are always sure to carve out time for team building opportunities and activities.

Please send a cover letter explaining why this position interests you along with your resume to:  
**[ajulian@monarktech.ca](mailto:ajulian@monarktech.ca)**