



Job Description

Research Assistant

There's a rare opportunity to join our team at Peak Prosperity and make a true impact by helping others make sense of the world during critical times. We are searching for a passionate, intelligent, and detail-oriented Research Assistant to collect, interpret, and summarize data related to the topics covered by Peak Prosperity.

About Peak Prosperity

Peak Prosperity is a web-based resource and community that provides answers to those who question the mainstream narrative on the critical issues of our day by providing context, clarity, and understanding around seemingly complex systems. The publication, started by Chris Martenson, was established in 2008 and currently has over 600,000 subscribers across all channels and a solid and growing membership.

Content produced at Peak Prosperity includes written articles and reports, pre-recorded studio updates, livestream broadcasts, live webinars, audio podcasts, educational video-based courses, and documentary-style shows filmed on location at events held throughout the year.

Peak Prosperity also holds several key events each year, approximately four of which will be held on-site at various locations. Examples in 2021 include at Chris & Evie's farm (Honey Badger) in Massachusetts, Joel Salatin's farm (Polyface) in Virginia, and Front Sight in Nevada.

Research Assistant

The newly created Research Assistant role will work directly with Chris Martenson to uncover new information, analyze data ranging from finance and economics to health studies, search for trends, and formulate conclusions. The Research Assistant must be highly organized, detail-oriented, self-motivated, and able to keep track of multiple open initiatives at any given time.

Daily Responsibilities

- Maintain quality standards to preserve the integrity of data and findings
- Put together easy-to-interpret charts for use in books and presentations
- Write reports to summarize data and implications of results
- Manage information flow in a timely and accurate manner
- Maintain organized document records and paperwork
- Schedule and conduct interviews as necessary

Required Skills

Candidates should be able to demonstrate the following skills required for success:

- Proven work as a Research Assistant or similar role
- Knowledge of various research methods
- Ability to work under pressure and on condensed timelines
- Great time management skills
- Meticulous attention to detail and organizational ability
- Proactive and self-directed
- Tech-savvy and highly proficient using Microsoft Excel, particularly charting
- A degree in a field of study related to the content of Peak Prosperity is preferred

Compensation and Work Schedule

- Base salary of \$40k per year plus potential bonuses based on performance
- Flexible hours and ability to work from home
- Must be willing to work some evenings and occasional weekends

Additional Responsibilities for the Right Candidate

For the right candidate, we would be interested in combining the Executive Assistant and Research Assistant roles. The candidate would need to reside within a reasonable drive of Chester, MA, and meet the key requirements of both roles.

To view details of the Executive Assistant role, please visit www.prosperity.com/opportunities.

Applications

Candidates are requested to submit their job application on the following webpage:

➔ www.peakprosperity.com/opportunities

All applications must include the following:

- Cover letter – why you want the role and what value you will bring to the team
- Resume – work experience and qualifications that make you well suited for the position