



RESEARCH ASSISTANT

ABOUT OUR FIRM

Viewpoint Investment Partners Corporation (“VIP”) is a boutique investment management firm located in Calgary, Alberta and is registered as a PM, EMD, and IFM in B.C., Alberta, and Ontario. VIP is a provider of liquid alternative investment strategies to family offices, institutions, and investment advisors in Canada. The firm’s mission is to harvest the diversification premium in markets using cutting edge data science and technology. VIP is owned and operated by Viewpoint Group, a single-family office also based in Calgary.

Everything we do is for the long term. We have an entrepreneurial culture and believe strongly in alignment with our investors.

JOB DESCRIPTION

VIP is looking for a Research Assistant to support the Chair of our Board, Mac Van Wielingen, with research activities, database and technology management, and public speaking/event planning as it pertains to his commitment and involvement in advocating for the economic sustainability of Canada.

In addition to being the Chair of VIP’s Board of Directors, Mr. Van Wielingen is the founder of Viewpoint Group, the Chair of the Business Council of Alberta, a director of ARC Financial Corp., a founder and former Chair of ARC Resources Ltd., and the President of Viewpoint Foundation, a private charitable foundation. In addition, he is a past director of numerous other companies within the energy sector and is active in various capacities in the community and the not-for-profit sector. Mr. Van Wielingen is a co-founder and Chair of the Canadian Centre for Advanced Leadership at the Haskayne School of Business, is an Honors’ graduate of the Ivey School of Business in finance, and has studied post graduate economics at Harvard University.

JOB RESPONSIBILITIES

Your responsibilities will include:

- Research support, relating to the topics of finance, economics, public policy, ESG, and institutional investment governance, including:
 - Sourcing, reviewing, and summarizing primary academic and practitioner research;
 - Writing, editing, and supporting the creation of research reports, website insight postings, and other miscellaneous documents;
 - Organizing, summarizing, referencing, and aggregating all materials;
 - Macroeconomic research and analytics, including monitoring and reporting of key economic variables;

- Sourcing relevant articles for VIP's newsletter, *Invested*; and,
 - Ad hoc projects as requested by the Chair.
- Supporting the Chair with meetings, speaking engagements, and events, as follows:
 - Assisting with the preparation of speaking notes, presentations, and other related documentation;
 - Liaising with external event organizers to gather all logistics prior to each event;
 - Ensuring the Chair is prepared for meetings/events with relevant background information;
 - Attending events for backup support; and,
 - Working with the organizers of events to ensure a seamless experience for the Chair.
- Database and Technology Management:
 - Organizing and maintaining our extensive research database;
 - Backup support for all software being used for research activities; and,
 - Assisting the Chair with the use of and training in relevant hardware (i.e., iPhone, iPad, iWatch, laptop, etc.), as required.

REQUIRED QUALIFICATIONS

Our ideal candidate will have the following:

- An undergraduate degree in business, economics, public policy, political science, or law;
- High level of interest in the areas of ESG, finance, business, investment management, governance, and societal issues;
- Strong communication and writing skills;
- Experience, aptitude, and interest in research;
- Well organized, incisive, and curious;
- Adept with all types of technology; and,
- The ability to multitask, learn quickly, and work both independently and as part of a team.

OTHER DETAILS

- This position reports to Amin Haji, *Senior Vice-President, Investment Research*.
- Salary and bonus package will reflect candidate's experience and skillset.

Please submit your resume with a brief email cover letter to
Kari Lancaster via email at klancaster@viewpointgroup.ca
