

ACCOUNT COORDINATOR

CONTRACTOR, REMOTE – 30+ HOURS PER WEEK



Stellate Communications is a public relations (PR) and strategic communications agency for scientists, by scientists. We work with academic investigators, their institutes, and academia-adjacent partners across the communications spectrum— mainstream media coverage, technical writing and grant applications, websites and design, and everything in between. We are looking for new contractors who are passionate about science and helping our clients meet their professional and communications goals.

Stellate offers a flexible and fun remote working environment for ex-academics to flex the skills and expertise they have devoted years to cultivating, while also providing a supportive communications training environment. At our rapidly growing company, there are many opportunities for advancement, independence, exploration, and innovation.

In this contract position, an Account Coordinator will work across 2-3 client accounts. This entry-level teammate will be a talented technical writer, scientific content developer (social, website), and someone who is knowledgeable about the academic ecosystem — including publication standards, funding opportunities, and standard laboratory practices. Account Coordinators report directly to the Account Supervisors who manage the small teams. Account Coordinators will also work with and learn from specialized and senior-level strategists— including the Executive Partners. An ideal candidate will have PhD-level research experience and a track record of excellence in science communication.

RESPONSIBILITIES:

- Maintain regular contact with clients; proactively offer and successfully implement new ideas and solutions to meet client needs and drive projects forward
- Develop scientific communications, including website content, social media content, manuscript editing, grant editing, and presentations
- Develop account materials, including agendas, action items, and activities reports
- Oversee media and social media monitoring, update metrics and tracking documents
- Manage timelines, calendars, and track deliverable statuses
- Attend internal and external meetings (3-6 per week)

QUALIFICATIONS:

- PhD in the life sciences or equivalent experience (4+ years in research)
- Ability to multi-task and perform under pressure in a fast-paced environment
- Must have strong attention to detail
- Excellent written and oral communication/presentation skills
- Must be high energy, enthusiastic and have a passion for science
- Willingness to learn new skills, scientific concepts, and communications platforms
- Skilled in communicating complex science in approachable ways
- Strong team player with a solution-oriented client service approach
- Flexibility in growing with an emerging company

