

# ACCOUNT SUPERVISOR

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— from mainstream media coverage, to technical writing and grant applications, to website 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 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 Supervisor will work directly with principal investigators, grow to become the primary contact and day-to-day manager of 2-3 accounts. This mid-level team member will be a talented client-relationship manager, project driver, and content editor who is knowledgeable about the academic ecosystem— including publication standards, funding opportunities, and science communication best practices. Account Supervisors report directly to the Executive Partners and manage a small team of junior contractors (2-3), pulling in specialized and/or senior strategists when needed. An ideal candidate will have both PhD-level academic experience and at least 1 year in PR/communications— preferably with Agency experience.

## RESPONSIBILITIES:

- Serve as the day-to-day support, client liaison and project/team manager for select academic clients, working to senior leadership to establish strategy and manage a team to execute
- Manage timelines/deadlines; create project trackers/track deliverables
- Manage budgeting, forecasting (or be ready to learn)
- Keep clients informed
- Clearly communicate POV to clients – both written and oral
- Organize events
- Write core communications materials (manuscripts, grants, abstracts, social media posts, biographies)
- Mentor junior contractors by providing clear and accurate communications and client management feedback
- Provide clear direction to/collaborate with Stellate's Web & Design Team
- Flexibility in growing with an emerging company
- Work with Executive Partners on new business pitches and high-level strategy; organize research, develop insights, develop creative briefs, brainstorm, write up tactics
- Attend internal and external meetings (4-8 per week)

## QUALIFICATIONS:

- PhD in the life sciences or equivalent experience (4+ years in research)
- 1+ year(s) experience in PR/communications role with account management/agency experience
- Ability to maintain effective working relationships with clients, team members, and third-parties
- Ability to work independently, manage a small team, and manage up to Executive Partners
- Highly motivated and enthusiastic individual who is adaptable/flexible
- Passion for science and knack for communicating complex science in approachable ways
- Experience with social media
- Experience with US granting agencies and peer-reviewed publication processes
- Ability to multi-task and perform under pressure in a fast-paced environment
- Strong attention to detail
- Willingness to learn new skills, scientific concepts, and communications platforms
- Experience with media relations is a plus, but not required