

Account Coordinator / Account Executive

Client Services | Remote

[Stellate Communications](#) is hiring an **Account Coordinator** or **Account Executive** to join our client services team supporting leading scientists, research institutions, and foundations working at the frontiers of science, health, technology, and social impact.

This is an entry- or junior-level role for someone who is excited to do meaningful, science-driven work while building expertise in strategic communications, content development, project management, and client partnership within a collaborative and growing agency.

Stellate is a full-service strategic communications firm working at the intersection of science and its impact on the world. Guided by empathy, integrity, agility, and excellence, we believe science isn't done until it's communicated — and we're committed to helping ideas move from insight to influence.

We encourage candidates to [apply by February 13](#).

About the Roles

Account Coordinators support multiple client accounts through writing, research, content development, project coordination, and administrative support, working closely with Team Leads and senior staff. This role is the entry point to Stellate's client services track and offers a clear, supported path toward growth into the Account Executive role. Account Coordinators report to an assigned senior-level manager.

Account Executives perform similar tasks as Account Coordinators, but take on greater responsibility in account strategy, project tracking, and client relationship management. They provide support to Team Leads and Supervisors to help drive account success, and are on a development path toward full account ownership. Account Executives report to an assigned senior-level manager.

Both roles are ideal for curious, organized, mission-driven communicators who want to work at the intersection of science and impact.

What You'll Do

- Develop science communication materials—including web content, social media posts, grant and manuscript materials, and presentations—with guidance from senior team members
- Manage assigned client projects through execution with support from Team Lead(s)
- Conduct background research on client science, funding landscapes, and media context to inform communications
- Prepare agendas, action items, and activity reports
- Track deliverables, timelines, and priorities across multiple projects



- Monitor media and social activity; update metrics and tracking documents
- Draft client-facing materials and incorporate feedback from senior team members
- Prepare administrative and logistical communications on behalf of clients
- Participate in internal and external meetings
- Model clear, thoughtful writing and client communication with a proactive, solution-oriented approach

Who You Are

We recognize that strong candidates bring a range of experiences and career paths. If you meet many, but not all, of the qualifications below, we encourage you to [apply](#).

- Excellent written and verbal communication skills, with strong attention to detail
- Genuine interest in science and enthusiasm for learning new tools, platforms, and approaches
- Ability to translate complex ideas into clear, accessible language
- Strong collaboration skills and comfort working as part of a team
- Ability to manage multiple projects, prioritize effectively, and meet deadlines in a fast-paced environment
- Professional fluency in English (written and spoken)

Preferred (not required):

- Advanced degree in a life or natural science, or equivalent combination of education and relevant experience
- Familiarity with the U.S. media landscape or science funding ecosystem
- Experience supporting communications, research, project coordination, or client services in academic, life sciences, healthcare, nonprofit, or agency settings

Account Executive only:

- 2-3 years of professional experience in academic, life sciences, or healthcare communications—or equivalent demonstrated experience and responsibility. Agency experience is preferred

Benefits & Compensation

- Fully remote
- Salary range: \$65,000–\$86,000 USD annually, depending on role and experience
- Paid time off: 15–18 vacation/sick days per year, with annual accrual based on tenure
- Holidays and office closures: ~17–20 days per year
- Annual office stipend: \$3,500 USD

U.S.-based employees:

- 401(k) with company match up to 4%
- Health, dental, and vision insurance with company contributions

Employees outside the U.S.:

- Benefits provided through a local employer of record and vary by country in accordance with local laws and standard practices

Additional Requirements

- Ability to work a regular schedule within 9:00 a.m.–6:00 p.m. U.S. Eastern, Central, or Pacific time zones
- Consistent availability during business hours is required for real-time collaboration
- U.S.-based employees must be authorized to work in the U.S. at time of hire; visa sponsorship is not available
- Candidates outside the U.S. may be hired through an international employer of record, where available

Our Commitment

Stellate Communications is an equal opportunity employer. We are committed to building a team that reflects a diversity of backgrounds, perspectives, and experiences. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, or any other protected characteristic.

How to Apply

Candidates should apply by submitting [our online application](#). At this stage, we won't be reviewing applications received via email, and we are unable to schedule informational meetings due to the volume of interest.

