

Account Coordinator

About Aileron Communications

Aileron is a mission-driven, boutique strategic communications agency specializing in complex, high-stakes engagements. We work primarily in clean energy, supporting developers and manufacturers. Our services include corporate communications, public affairs, strategy, media relations, social media, branding, crisis management and more.

Aileron's success is built on our relentless dedication to providing candid counsel, flawless execution and stellar results. As guardians of our clients' reputations, we've promoted and protected our partners' interests for more than 20 years.

Aileron offers competitive compensation and a robust benefits package. We are strongly committed to work-life balance and believe the best solutions come from teams with diverse experiences and perspectives.

Qualifications

This position offers motivated communicators and problem solvers an opportunity to support the growth of clean energy while expanding their skills and experience. Successful candidates will be able to demonstrate their expertise in writing, research, project management and interfacing with clients. The account coordinator will work closely with vice presidents and managers to execute media, marketing and public affairs campaigns for clean energy businesses.

All qualified applicants are considered without regard to race, religion, gender, gender identity, sexual orientation, national origin, disability or age. Veterans welcomed.

Responsibilities will include:

- Support the development of communications and public affairs plans
- Create and maintain media contact databases
- Help place client news in local, national and trade media
- Manage online and offline communications projects, including websites, social media and presentations
- Perform community and media research
- Write, edit and proofread external communications, byline articles and other materials ensuring quality, high attention to detail and consistency with appropriate writing styles
- Efficiently manage multiple projects simultaneously, working with staff, clients, partners and vendors in a timely and effective manner
- Support business development research and proposal writing
- Organize and prioritize work under pressure
- Assist with external award and speaking applications
- Design, produce, and distribute print materials such as fact sheets, newsletters, and letters
- Prepare reports on media coverage and outreach
- Monitor media for stories relevant to agency clients

Requirements:

- Strong writing, editing and research skills
- Comfortable multitasking and managing various projects simultaneously
- Client-oriented, focused on delivering great results and exceptional service

- Able to work independently and communicate effectively with multiple stakeholders
- Work experience in a communications, public relations or marketing role
- Bachelor's degree or comparable experience

Preferred:

- Understanding of and passion for industries such as clean energy, technology and economic development
- 1-3 years of professional experience in public relations, public affairs, journalism or marketing
- Experience managing social media channels on behalf of organizations
- Graphic and web design capabilities