

WORK VAPOR

Job Link: <https://workvapor.com/jobs/operations-coordinator-competitive-pay-content-management-232316/>

HIRING ORGANIZATION

Plant Frequencies (Cowan Media, LLC)

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 09/09/2026

OPERATIONS COORDINATOR – COMPETITIVE PAY – CONTENT MANAGEMENT

DESCRIPTION

Operations & Content Coordinator

Company: Plant Frequencies (Cowan Media, LLC)

Location: Remote

Preferred Location: Boulder, CO

Employment Type: Part-time

Hours: 10–20 hours per week

Compensation: Competitive based on experience

Reports To: Stephen Cowan, Founder

Contact Details

Email: info@plantfreqs.com

About Plant Frequencies

Plant Frequencies is a podcast and content production company.

The company produces long-form episodes and short-form reels for YouTube, Instagram, and TikTok. The team works with editors, filming staff, AI tools, and human collaboration to increase content production.

The position will mainly support Plant Frequencies. It may later expand to BeMicro and IFFA as the company grows.

About the Position

Plant Frequencies is looking for an Operations & Content Coordinator.

The main focus is reviewing video edits and managing editors. The goal is to keep projects moving and reduce delays during the review process.

The coordinator will work directly with the founder and host, Stephen Cowan.

This position starts at 10–20 hours per week. There is potential for additional hours as responsibilities grow.

Video Review and Editor Management

- Review draft video edits.
- Provide clear and specific feedback.
- Review hooks and b-roll.
- Check captions.
- Review overall content quality.
- Return feedback within 24 hours.
- A 12-hour turnaround is preferred.
- Manage the typical three-round revision process.
- Track projects until they are ready to publish.
- Match editors with suitable projects.
- Assign projects to editors.
- Manage editor communication.
- Track deadlines.
- Maintain quality expectations.
- Support editor hiring.
- Contact potential editors.
- Review test edits.
- Provide candidate feedback.
- Help move strong candidates through trial and offer stages.

Content and Social Media Tasks

- Write descriptions for reels and episodes.
- Write thumbnail copy.
- Decide what content should be posted.
- Decide when content should be posted.
- Support social media planning.
- Work with Slack.
- Use Asana for task management.
- Use Google Docs.
- Use Gmail.

Additional Responsibilities

As the role grows, responsibilities may include:

- Research podcast guests.
- Prepare talking points.
- Support episode logistics.
- Maintain the posting calendar.
- Organize files and documents.
- Track editors.
- Maintain edit timelines.
- Track posting timelines.
- Support BeMicro email content.
- Support IFFA blog content.

Required Skills

- Ability to work quickly.
- Strong follow-through.
- Ability to keep tasks moving.
- Comfortable using AI tools.
- Strong understanding of social content.
- Ability to recognize content that performs well.
- Comfortable following SOPs.
- Ability to maintain established processes.
- Clear written communication.
- Direct communication style.
- Self-directed working style.
- Ability to make decisions independently.

Preferred Skills

- Familiarity with YouTube performance metrics.
- Familiarity with Instagram performance metrics.
- Familiarity with TikTok performance metrics.
- Experience with video content workflows.
- Experience managing editors or content production.

Work Environment

- Remote-friendly.
- Boulder, CO preferred.
- Part-time position.
- 10–20 hours per week.
- Flexible opportunity to take on more hours as the role grows.
- Direct communication with the founder.

Compensation

Compensation is competitive and based on experience.

How to Apply

Send your resume to:

info@plantfreqs.com

Applicants may also include a portfolio or examples of content they have helped create or shape.

Company Contact Information

Plant Frequencies (Cowan Media, LLC)

Work Location: Remote

Preferred Location: Boulder, CO

Email: info@plantfreqs.com

