AI Publishing Systems Coordinator – Remote Work Role | No Degree or Experience Needed

Description
Job Title: AI Publishing Systems Coordinator
Job Type: Remote | Entry-Level | Royalties-Based
Location: Work from Anywhere
Education Required: None
Experience Required: None
Compensation: Amazon Royalties – $50 to $200+ per book/month, compounding with each new title

Introduction

The digital publishing landscape has changed. You no longer need to be a writer, marketer, or tech expert to earn royalties from Amazon Kindle books. With the help of artificial intelligence, smart publishing systems, and structured templates, you can now build a portfolio of digital assets that earn while you sleep.

We're hiring for the position of **AI Publishing Systems Coordinator**, an entry-level remote role where you'll manage the creation and release of nonfiction eBooks. You won't be writing from scratch. You won't be freelancing for clients. You'll be producing royalty-generating Kindle titles that belong to you — using structured workflows, AI tools, and beginner-friendly publishing templates.

Each book becomes a self-sustaining income stream. You own the process, and you control the results.

What You'll Do

You'll be trained to follow a structured five-phase publishing system. All tools, templates, and guides are included. No experience is needed.

Phase 1: Market Analysis & Topic Selection

You'll start by identifying nonfiction niches that are already in demand on Amazon. You'll be provided with keyword dashboards, bestseller trend reports, and niche evaluation tools to remove the guesswork.

Your responsibilities will include:

- Researching Amazon Best Seller Rank (BSR) trends
- Reviewing keyword volume and competition
- Selecting high-demand, low-competition topics
- Popular categories include:

Hiring organization
Remote Amazon Writers No Experience Needed

Employment Type
Full-time, Part-time, Contractor

Industry
Customer Service

Job Location
Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

- Personal finance for beginners
- Journaling and daily reflection
- Productivity for remote workers
- Goal setting and accountability
- Mental clarity and focus guides

This step sets you up for success by ensuring your book fills an existing market need.

Phase 2: AI-Driven Book Content Development

Next, you'll use artificial intelligence to generate the content of the book. You'll be given prompt libraries for nonfiction topics, pre-built chapter frameworks, and editing checklists to ensure quality and flow.

In this step, you'll:

- Feed chapter prompts into AI tools like ChatGPT
- Collect and organize the AI output into readable chapters
- Edit for clarity, tone, and structure
- Insert additional features like summaries, bullet points, and bonus pages

No writing background is needed. The AI does the content creation. Your job is to structure, polish, and finalize.

Phase 3: Format Your Book for Kindle Publication

Once your manuscript is complete, it must be properly formatted to meet Amazon Kindle requirements. You'll use pre-made templates compatible with Google Docs and Word.

You'll format:

- Chapter headings and subheadings
- Table of Contents (clickable and mobile-optimized)
- Front matter (title page, disclaimer, author note)
- Page spacing, breaks, and paragraph styling
- Kindle device preview using Amazon's own tools

This makes your book look professional on any Kindle-enabled device.

Phase 4: Create a High-Converting Amazon Listing

Now that your book is ready, you'll publish it on Amazon through Kindle Direct Publishing (KDP). You'll use SEO-rich templates and optimized copy frameworks to build a product page that gets discovered and converts visitors into readers.

You'll create:

- A keyword-driven title and subtitle
- An attention-grabbing product description
- Backend keywords and category placements
- Pricing and royalty settings
- Cover uploads using beginner-friendly Canva templates

You won't need marketing experience. Every element of this listing is supported by swipe files and copywriting frameworks that are proven to work.

Phase 5: Publish, Track, and Scale

Your book is now live. Amazon will handle delivery, royalty tracking, and global reach. Your task is to monitor performance and start planning the next release.

You'll monitor:

- Monthly royalty payments and Kindle Unlimited reads
- Category rank performance
- Customer reviews and feedback
- New topic opportunities based on what's working
- Your overall publishing calendar and content roadmap

Each book adds to your portfolio. Each launch increases your monthly income. This is how part-time effort turns into full-time royalty revenue.

Resources Provided

You'll receive immediate access to all systems and tools needed for success, including:

- Market research dashboards
- AI content prompt libraries
- Google Docs and Word formatting templates
- SEO listing frameworks
- Canva tutorials for cover creation
- Publishing upload guides
- Royalty income trackers
- Video training modules for every publishing phase

There is no software to purchase and no outside services to hire.

Who This Role Is Perfect For

- New to remote work
- Looking to earn online without freelancing
- Parents needing flexible schedules
- Students building side income
- Retirees interested in digital publishing
- Creators seeking passive income assets
- Anyone with the patience to follow a step-by-step process

You don't need a resume, degree, or writing portfolio. If you can follow tutorials, use a word processor, and stay consistent — you're qualified.

Minimum Requirements

- Laptop or desktop computer
- Internet access
- Basic understanding of Google Docs or Microsoft Word
- 5–10 hours/week to start
- Ability to follow tutorials, checklists, and templates

No prior experience in publishing, marketing, or design required.

Compensation & Royalties

This is not a salaried or hourly job. You earn monthly royalties directly from Amazon based on the sales and Kindle Unlimited performance of the books you publish.

Average Income Per Book:

- 1 book: $50–$200/month
- 5 books: $300–$1,000/month
- 10+ books: $2,000+/month

Your income compounds with each new title you release.

Frequently Asked Questions

Do I need to write original content?
No. You use AI tools with prompts to generate the content and edit it for clarity.

Do I need to advertise the books?
No. The system is based on organic traffic through Amazon search optimization.

Will I need to buy expensive software?
No. Everything is free or included.

How fast can I publish my first book?
Most users go live in 7–14 days from start to finish.

Do I need to be a designer?
No. You'll use Canva templates and copy-paste cover designs.

How to Begin

There's no application. No interview. Just action.

Click **Learn More** to unlock your AI publishing toolkit. You'll be given the full process, from research to royalties, and can publish your first nonfiction Kindle book in less than two weeks.

Start your journey as an **AI Publishing Systems Coordinator** today — and build a library of digital books that pay you long after they're published.

Disclosure

Be sure to check out our partner sites at [Jobtacular](#)