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Amazon Kindle Publishing Coordinator – No College Degree or Prior Experience Needed

Description

Job Description

We are hiring remote Kindle Publishing Coordinators to help grow a digital catalog of nonfiction books published through Amazon's Kindle Direct Publishing (KDP) platform. This is an entry-level, work-from-home opportunity that doesn't require a degree, writing experience, or prior publishing knowledge. All training, tools, templates, and support are provided — making this a perfect fit for anyone looking to start a flexible, scalable remote career.

As a Publishing Coordinator, you'll manage the publishing workflow from start to finish. Your job will be to research profitable book topics, guide AI-generated content into publishable manuscripts, format those manuscripts using Kindle templates, and upload your books for global distribution. Every title you publish becomes a digital asset — earning royalties long after it's been completed.

Responsibilities

Nonfiction Market Research

- Use keyword tools and data dashboards to identify popular nonfiction categories
- Evaluate demand and competition across niches such as personal development, productivity, journaling, and budgeting
- Select high-opportunity topics with strong commercial appeal

AI Content Coordination

- Use AI tools like ChatGPT to generate structured nonfiction book content
- Organize and lightly edit the content into a logical flow using book templates
- Ensure tone, readability, and topic coverage meet audience expectations

Kindle Manuscript Formatting

- Apply professional formatting using plug-and-play Word or Google Docs templates
- Structure chapters, create clickable tables of contents, and insert disclaimers
- Format your book to ensure seamless reading across Kindle devices

Listing Optimization and Metadata Setup

Hiring organization

Remote Tech Jobs

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

- Craft SEO-friendly book titles and benefit-focused subtitles
- Write engaging product descriptions using copywriting frameworks
- Select backend keywords, categories, and pricing tiers for Amazon visibility

Publishing Execution and Royalty Tracking

- Upload manuscripts and cover designs to Kindle Direct Publishing
- Configure publishing settings and review live product pages
- Track sales, royalties, and customer data for each book in your portfolio

What Makes This Role Unique

This is not a content mill or freelance gig — you own everything you publish. Each book is an asset that can earn recurring monthly royalties. AI content systems streamline the process so you can focus on editing, formatting, and scaling your output.

No chasing clients. No hourly billing. No resumes required. Just your work, your pace, your results.

Ideal Candidates

This role is built for beginners with a willingness to learn. Ideal applicants may be:

- Stay-at-home parents seeking flexible work hours
- College students or recent grads without job experience
- Retirees or part-timers looking to supplement income
- Freelancers burned out by client work who want to build a digital asset portfolio
- Anyone who enjoys structured systems, content curation, and self-directed projects

Requirements

- No college degree required
- No publishing or writing background necessary
- Basic understanding of Google Docs or Microsoft Word
- Laptop or desktop computer with internet connection
- Availability of 5–10 hours per week
- Attention to detail and the ability to follow training modules

Training & Resources Included

- Access to curated nonfiction niche and keyword research databases
- Prompt libraries for AI content generation
- Kindle formatting templates with detailed video walkthroughs
- Copywriting swipe files for titles, subtitles, and Amazon listings
- Metadata optimization and category selection frameworks
- Cover design guides using free tools like Canva
- Upload checklists and royalty tracking dashboards

All tools are either included or based on free platforms — no paid software required.

Compensation & Earnings Potential

This role is royalty-based. Your books generate revenue for you every month after publishing.

Base Salary

\$ 8000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

Average earnings:

- 1 Book Published: \$50–\$200/month
- 5 Books Published: \$300–\$1,000/month
- 10+ Books Published: \$2,000+/month

The more titles you publish, the more your royalties compound.

Frequently Asked Questions

How long until I can publish my first book?

Most new coordinators publish their first book within 10–14 days.

Do I need to write the books?

No. AI tools generate the content. Your job is to organize, format, and polish.

Do I have to market the books?

No. The system focuses on organic Amazon SEO. Paid ads are not required.

Can I work part-time?

Yes. The schedule is entirely self-paced.

What if I need help?

You'll have full access to video training, written documentation, and support forums.

How to Get Started

There's no formal application or resume required. Click **Learn More** to instantly access the full training program, publishing templates, and AI content system. Whether you're starting from scratch or looking to build something meaningful on your own schedule, this is your entry point into the world of remote digital publishing.

Start today and launch your first nonfiction Kindle book with no degree, no experience, and no barriers.



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Disclosure

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