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# Entry-Level KDP Publishing Coordinator – No College Degree or Prior Experience Needed

### Description

#### Job Description

We are actively hiring Entry-Level KDP Publishing Coordinators to support the development and launch of nonfiction Kindle eBooks through Amazon's Kindle Direct Publishing (KDP) platform. This fully remote position is designed for individuals with no prior publishing or writing experience, no college degree, and no technical background. You'll be trained to manage every stage of the publishing process—from researching in-demand topics to generating content with AI and formatting manuscripts for live release.

This is not a ghostwriting or freelance role. You will own every book you publish, earn royalties from each sale, and scale your income by expanding your personal publishing catalog over time. With complete schedule flexibility and zero client management, this position is ideal for anyone ready to build long-term income through digital asset creation.

### Role Responsibilities

#### Nonfiction Topic Research

- Use keyword analysis and KDP market data to identify profitable nonfiction book ideas
- Analyze Amazon trends, search volume, and competition to validate topic demand
- Focus on evergreen categories such as self-help, budgeting, journaling, productivity, wellness, and career development

#### AI-Assisted Content Production

- Use AI platforms like ChatGPT with optimized prompts to generate chapter-based content
- Edit, reorganize, and refine AI output to improve clarity, coherence, and value
- Follow best practices for nonfiction book structure and flow

#### Book Formatting for Kindle

- Apply done-for-you manuscript templates in Google Docs or Microsoft Word
- Add section headers, table of contents, disclaimers, and other required elements
- Format books to meet Kindle compatibility and layout standards

### 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

## Amazon Listing Optimization

- Write SEO-focused titles, subtitles, and keyword-optimized descriptions
- Apply swipe files and tested copywriting frameworks for persuasive listings
- Select backend metadata: keywords, categories, pricing tiers, and royalty options

**Base Salary**  
\$ 8000 - \$ 10000

**Date posted**  
April 29, 2026

**Valid through**  
01.01.2029

## Publishing & Performance Monitoring

- Upload manuscripts and covers to Amazon KDP
- Configure global distribution and preview books for quality control
- Track sales, page reads, and royalties through Amazon's reporting dashboard
- Plan future book releases to scale catalog and increase earnings

## What You'll Receive

This opportunity includes full access to a publishing toolkit tailored to complete beginners:

- Curated nonfiction niche and keyword databases
- AI prompt libraries specifically designed for Kindle publishing
- Formatting templates for Google Docs and Microsoft Word
- Copywriting swipe files for book listings
- Metadata optimization strategies for Amazon SEO
- Canva cover design tutorials and pre-built templates
- Royalty tracking spreadsheets and content release planners

No paid software or technical skills are required. Everything is beginner-friendly and optimized for fast learning.

## Ideal Candidates

- Remote work beginners looking for low-barrier entry
- Stay-at-home parents, students, or retirees seeking flexible income
- Side hustlers who want a scalable digital business
- Freelancers tired of unpredictable client work
- Anyone willing to follow a structured, repeatable system

## Requirements

- No college degree or professional writing experience needed
- Basic familiarity with word processors and internet research
- Access to a computer with internet
- Ability to dedicate 5-10 hours per week to project work
- Willingness to learn new tools and follow a step-by-step process

## Compensation & Royalty Potential

This is not a salaried or hourly job. You will earn directly from Amazon through monthly royalties based on your book sales and Kindle Unlimited reads.

Income benchmarks:

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

Each additional book increases your income. Royalties compound over time and continue to pay long after books are published.

## Frequently Asked Questions

### How fast can I publish my first book?

Most new coordinators publish within 10–14 days of starting.

### Do I need to be a good writer?

No. AI handles most content creation. You will edit and format.

### Do I need to promote the books with ads?

No. Training is focused on organic Amazon search optimization. No paid ads needed.

### Is this a full-time job?

It's completely flexible. You set your own hours and workload.

### Is support available?

Yes. You'll receive full documentation, video training, templates, and peer support.

## How to Get Started

No application or resume required. Click **Learn More** to instantly access the complete training system and publishing toolkit. You'll learn how to launch your first Kindle eBook and start building royalty income — without writing from scratch, and without any previous experience.

Begin your publishing journey today as an Entry-Level KDP Publishing Coordinator.



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