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Nonfiction Content Coordinator – Entry-Level Online Opportunity

Description

Position Summary:

If you've been looking for an entry-level remote role that doesn't require a degree or past writing experience, this is your ideal starting point. Our client, a nonfiction publishing company focused on creating digestible, high-demand Kindle books, is hiring remote Nonfiction Content Coordinators to help structure and prepare AI-generated content for digital publication. This role isn't about creative writing—it's about precision, structure, and consistency in formatting.

As a Nonfiction Content Coordinator, your task is to assist in the assembly and publication of nonfiction Kindle books. You'll use AI tools to produce and refine content, apply formatting templates, and follow a proven publishing checklist to prepare manuscripts for release on Amazon Kindle. You'll get paid per project, receive full training, and enjoy the freedom to work entirely from home. No degree or experience is required—just focus, reliability, and a willingness to follow detailed instructions.

Key Responsibilities:

1. AI-Generated Content Coordination

- Use structured outlines and prompts to generate chapter-by-chapter content using AI tools
- Review AI drafts for consistency, tone, clarity, and alignment with the project brief
- Clean up redundant or disjointed sections to improve flow

2. Formatting and Structuring Manuscripts

- Organize final content using Kindle-compliant formatting templates
- Insert correct headings, subheadings, spacing, and clickable table of contents
- Ensure the manuscript matches layout standards for mobile and eReader optimization

3. Metadata and Listing Development

- Use swipe templates to craft book titles, subtitles, and keyword-rich descriptions
- Assign backend keywords and appropriate Amazon categories
- Enter metadata accurately into the publishing system

Hiring organization

Remote Chat Support Customer Service 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

4. Publishing Submission Workflow

- Follow the publishing checklist to complete each step from draft to upload
- Upload completed manuscripts to Kindle Direct Publishing (KDP)
- Confirm project milestones for payout tracking

Base Salary
\$ 8000 - \$ 10000

Your Weekly Workflow May Look Like:

Monday: Accept a new topic, such as “Productivity Habits for Remote Professionals.” Generate 3 chapters with AI and begin content review.

Date posted
April 29, 2026

Tuesday: Finalize content cleanup and insert into the formatting template. Apply layout and heading styles.

Valid through
01.01.2029

Wednesday: Use swipe templates to complete the listing: subtitle, description, keywords. Upload to KDP.

Thursday: Receive approval and payment confirmation. Accept another assignment or take a break—you set your pace.

Qualifications:

This role is built for beginners, but certain foundational traits are key:

Basic Requirements

- English fluency (written)
- Comfortable using AI text tools (training provided)
- Internet access and basic document editing skills

Ideal Attributes

- Task-oriented and reliable
- Able to follow systems and checklists
- Interested in nonfiction content, learning, or publishing

You Don't Need:

- A college degree
- A writing portfolio
- Experience in publishing or editing
- Any previous knowledge of Amazon KDP

Tips for Remote Success:

Consistency Wins

Show up, complete checklists, and keep a steady pace. Your performance is measured by completion, not creative brilliance.

Use the Tools Provided

Everything is designed to guide you. From formatting templates to AI prompts, every piece supports your workflow.

Stay Communicative

Live support is available. Don't hesitate to ask for help during onboarding or project submission.

Benefits:

Fully Remote

- No commuting
- No required hours or shifts
- Work when and where you want

Pay Per Project

- Get paid after each approved submission
- No invoicing or hourly billing
- Bonuses may apply for early delivery and formatting accuracy

Training & Support

- Visual onboarding
- Swipe files and publishing templates
- Live chat support during working hours

Skill Development

- AI content tools
- Kindle formatting
- Digital publishing workflows
- SEO metadata and listing optimization

FAQs:

Do I need to be a writer?

No. The AI handles writing. You manage structure and accuracy.

How fast can I start?

Most candidates begin earning within a week of onboarding.

Is this available globally?

Yes, anyone with English fluency and internet access can apply.

How many hours is each project?

Each book takes 5–7 hours total for most new coordinators.

How to Apply:

Click the application link to access your training portal. Once you complete onboarding, you'll gain access to real projects. Complete your first sample to unlock paid opportunities. No résumé, no portfolio, no interviews required.

Why This Is the Right Remote Job for You:

There are few online roles as structured, repeatable, and supportive as this. You'll start earning quickly, build real publishing experience, and never have to pitch or cold email anyone. Whether you're starting from zero or switching careers, this remote publishing assistant role offers a powerful first step into online income.

Apply now and begin your first nonfiction Kindle book project this week—even if you've never written a word before.

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Disclosure

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