



## **BPAA Seeks Project Coordinator**

### **March 14, 2025**

The Book Publishers Association of Alberta is recruiting a qualified individual to fulfill the role of Project Coordinator in our Edmonton office. We are seeking a candidate with significant work experience who can dig in, get things done, and be part of a small group of people with a tenacious commitment to the success of book publishing in Alberta.

### **Who We Are**

The BPAA was founded in 1975 to support the development of a thriving provincial publishing industry. Today one of the strongest communities of regional publishers in North America, the BPAA counts 30 member companies, many of which are owned and operated in Alberta. Our members publish books by local, national, and international authors and provide significant cultural and economic benefits to this province. They work with writers, printers, artists, and other creative people to produce high quality books that are sold in Alberta and throughout the world.

The BPAA employs four full-time staff and works with several part-time contractors who support the delivery of our programs and projects. Our office hours are 9:00 AM-4:30 PM MT Monday-Friday, excluding statutory holidays. Staff are currently working remotely Monday and Friday, with in-person office hours Tuesday-Thursday.

### **Job Description**

The Project Coordinator will be responsible for assisting with several ongoing and ad-hoc projects and overseeing the BPAA's internal and external communication (media releases, letters, social media, etc.).

The Project Coordinator reports to the Executive Director.

### **Duties and Responsibilities**

Duties and responsibilities include, but are not limited to:

1. Communications (40%)
  - a. Drafting and reviewing internal and external communication pieces, as they relate to the BPAA's advocacy efforts and projects. This will include writing media releases, blog posts, social media captions, one-pagers, budget submissions, letters, and other communication pieces as needed.



## 2. Projects (40%)

- Alberta Book Publishing Awards
  - Assist with design and event planning; submission management; and jury meetings.
- Read Alberta Website
  - Assist with managing submissions, writing booklists, scheduling social media posts.
- Alberta Book Day
  - Assist with event and venue planning.
  - Coordinate with elected officials to schedule meetings.
- Export Activities
  - Manage communications with members and coordinate the submission process.

## 3. General Office Duties (20%)

- Prepare funding applications for grant deadlines throughout the year.
- Manage mailouts throughout the year.
- Provide administration support for the Executive Director.

This is a varied position, which touches on multiple aspects of BPAA's programs and operations. Every day will be different, but you will work closely with BPAA staff, member publishers, and project consultants.

## Who You Are

### Education and Experience

- Two-year diploma or degree
- Minimum of 2 years in an office environment
- Experience in running a small office is an asset

### Specialized Knowledge

- Office management
- Business communications
- Event planning and delivery
- Project management
- Grant writing and reporting

### Skills

- You have exceptional writing and editing abilities, including attention to spelling and grammar.



- You have successfully managed projects from start to finish, reliably organize your time to ensure deadlines are met, and can prioritize competing tasks.
- You have a meticulous eye for detail, strong numeracy skills, and experience developing and/or managing budgets.
- You have experience writing grant applications and reports, or are eager to learn and can apply your strong written communication skills to this area.
- You have excellent communication and interpersonal skills, and are comfortable working independently and as part of a team in a hybrid working environment.
- You are proficient in Microsoft Office, including Word, Excel and Outlook, and Google Suites.

### **Physical Requirements**

- Must be able to lift and move boxes weighing 25 lbs.

Don't meet all of the criteria we are looking for? We still want to hear from you. Please read on for details about how to apply and tell us how your experience would be a good fit for the role.

### **Compensation**

The salary for this position is \$45,000/year. We offer a comprehensive benefits package through the Book and Periodical Council and opportunities for professional development. Our friendly and collegial office is accessible and located on the second floor of the Percy Page Centre at 11759 Groat Road NW.

### **How to Apply**

Please submit a cover letter and résumé in a single PDF document to [BPAAHiring@bookpublishers.ab.ca](mailto:BPAAHiring@bookpublishers.ab.ca) by **5:00 PM MT on Friday, April 4, 2025**. Candidates may be asked to perform a writing skills test. Interviews will be scheduled in mid- to late April, with a target start date of early May 2025.

The BPA is committed to building a diverse and inclusive workplace. We encourage applications from candidates who are members of underserved and underrepresented communities, including BIPOC, LGBTQ2+, people living with dis/ability, and others.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.