



BPAA Seeks Editorial Coordinator

October 2026

Job Description

The Editorial Coordinator is responsible for curating and writing content for a collaborative initiative promoting Alberta's book and magazine publishing sectors through <https://readalberta.ca/>. A joint project between the Book Publishers Association of Alberta (BPAA) and the Alberta Magazine Publishers Association (AMPA), the person in this role will write and curate content for the website to advance the book sector.

The Editorial Coordinator reports to the Executive Director.

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 has 29 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 three 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 ABT Monday-Friday, excluding statutory holidays. Staff are currently working remotely on Monday and Friday, with in-person office hours Tuesday-Thursday.

Duties and Responsibilities

Duties and responsibilities include:

1. Sourcing content and writing articles that align with the editorial focus of the website.
2. Coordinating with freelance contributors on their articles, managing editorial timelines and submissions.
3. Preparing monthly new releases, bestsellers, and themed book lists.



4. Formatting articles for publication on WordPress according to the established Read Alberta visual guide, and performing copyediting and proofreading of posts before publication.
5. Designing, posting, and managing Read Alberta social media content, ensuring consistency of Read Alberta's brand and messaging across all platforms.
6. Preparing a monthly newsletter and monitoring analytics.
7. Coordinating with the BPAA Finance and Administrative Manager to ensure contributor payments are made in a timely manner.

Qualifications

The ideal candidate will have:

- A University or College degree in Communications or a related field.
- A minimum of three years of experience in communications or a related field.
- Exceptional writing and editing abilities, including attention to spelling and grammar.
- Experience successfully managing projects from start to finish, meeting deadlines, and balancing competing priorities.
- A meticulous eye for detail, strong numeracy skills, and experience managing budgets.
- Excellent communication and interpersonal skills, and be comfortable working independently.
- Experience managing social media platforms and digital communications.
- Experience using content management systems, particularly WordPress.
- Knowledge and familiarity of the Alberta book publishing industry is a strong asset.

Compensation

This is a 3-month contract, with the possibility of an extension. It is approximately 10-15 hours per month at \$30-\$50/hour, depending on the applicant's experience. This position can be either a remote or hybrid arrangement. Our office is located on the second floor of the Percy Page Centre at 11759 Groat Road NW, Edmonton, AB.

How to Apply

Please submit a cover letter and résumé in a single PDF document to BPAAHiring@bookpublishers.ab.ca by **5:00 PM ABT on November 4, 2026**. Applications will be



reviewed on a rolling basis as they are received, and candidates may be contacted before the application deadline. Candidates may be asked to perform a writing skills test and/or provide writing and social media samples.

The BPAA is committed to building a diverse and inclusive workplace. We encourage applications from candidates who are members of underserved and underrepresented communities, including BIPOC, 2SLGBTQI+, and people living with disabilities.

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