



September 24, 2018

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.

Please submit your resume and covering letter to info@bookpublihsers.ab.ca by Monday, October 1 at 4:30 p.m. Interviews will be scheduled for October 4 and 5.

Candidates may be asked to perform an administrative skills test.

Job title	<i>Project Coordinator</i>
Reports to	<i>Executive Director</i>

Job purpose

The Project Coordinator is responsible for the day-to-day operations of the association as well as coordinating multiple ongoing and ad-hoc projects.

Duties and responsibilities

Duties and responsibilities include, but are not limited to:

- General Office Duties (50%)
 - Reception (telephone, e-mail, and letter mail)
 - Office, facility, and equipment management
 - Public relations (media, social media, newsletter)
 - Administration (correspondence, data management, website maintenance)
 - Administrative support
- Projects (50%)
 - The Alberta Book Publishing Awards
 - Book Publishers Association of Alberta Annual Conference
 - Read Alberta Books
 - Read Alberta eBooks
 - Prairie Indigenous eBook Collection
 - Edmonton Bestseller List
 - Provincial Archive Program

- Audiobooks
- Member Subsidy Program
- Professional Development

Qualifications

- Education
 - Two-year diploma or degree
- Specialized knowledge
 - Office management
 - Business communications
 - Event planning and delivery
 - Project management
- Skills
 - Adept at using WordPress, Google Drive, and Microsoft Office
 - Ability to balance competing priorities (multi-tasking)
 - Self-directed and self-managing (initiative)
 - Strong written and verbal communication skills
 - Familiarity with basic bookkeeping principles an asset
 - Valid driver's license and access to a vehicle an asset
- Experience
 - Minimum of 2 years in an office environment
 - Experience in running a small office is an asset

Working conditions

The BPAA office is located on the second floor of the Percy Page Centre in Edmonton, located at 11759 Groat Road NW. Office hours are 9:00 a.m. to 4:30 p.m. from Monday to Friday. Out-of-town travel will be required at times throughout year.

Physical requirements

Must be able to lift 25lbs repeatedly, daily

Direct reports

Multiple contractors and stakeholders requiring supervision and direction.

Compensation

Salary will be commensurate with experience. Benefits will be negotiated after the three-month probationary period has been successfully completed.

We thank all applicants for their interest, only individuals selected for an interview will be contacted.