



BPAA Seeks Project Coordinator February 27, 2023

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 over 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 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 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 is responsible for the day-to-day operations of the association as well as coordinating multiple ongoing and ad-hoc projects. Direct reports include Project Assistant, and multiple contractors and stakeholders requiring supervision and direction.

The Project Coordinator reports to the Project Manager.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

1. General Office Duties (35%)
 - Grant and report writing
 - Member outreach
 - Administration support for Executive Director and Project Manager



2. Projects (65%)

- The Alberta Book Publishing Awards, AGM and Annual Conference
 - Event and venue planning
 - Submission management
 - Jury meetings
 - Develop supporting documentation
- Read Alberta eBooks and Prairie Indigenous eBook Collections
 - Submission management
 - Collection management
- Accessible Digital Publishing Initiative
 - Coordinate with service providers
- Read Alberta Publisher Catalogue
 - Submission management
 - Distribution coordination
- Alberta Book Day
 - Event/venue planning
 - Meeting scheduling
- Library Liaison
 - Develop and manage library communication plan
- Bookseller Support Fund
 - Coordinate with service providers
- Export Activities Program
 - Manage applications and reports

This is a varied position, which touches all 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



Skills

- You have a meticulous eye for detail, strong numeracy skills, and experience developing and/or managing budgets.
- 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 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.
- You have experience writing grant applications and reports, or are eager to learn and can apply your strong written communication skills to this area.
- Familiarity with basic bookkeeping principles is an asset.

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, opportunities for professional development, and the option of hybrid work. 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 mbishop@bookpublishers.ab.ca by **5:00 PM MT on Friday, March 17, 2023**. Candidates may be asked to perform an administrative skills test. Interviews will be scheduled in mid- to late March, with a target start date of early April 2023.

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, LGBTQ2+, people living with dis/ability, and others.

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