



USADB Public Relations Officer

Position Description

DEADLINE: Open until filled

Letters of Interest and qualifications for the Executive Board position of Public Relations Officer are being accepted by the USADB Executive Board. Letters of interest and resume may be emailed to: elections@usadb.us. A Board representative will communicate with you within a few days.

EXECUTIVE BOARD MANUAL § 1.07: Public Relations Officer Duties

The Public Relations Officer shall have the following duties:

1. Serve as the official liaison to the media;
2. Be responsible for outreach and advertising of all USADB events;
3. Coordinate live reporting and statistics of national tournaments;
4. Coordinates daily e-newsletter for the national tournament, when feasible
5. Work with the National Program Directors to gather all game and statistical paperwork to be submitted to the Secretary within thirty days for the official file at the conclusion of the national tournament
6. Supervise the art and design work for national tournaments, such as tickets, flyers, posters, etc.
7. Oversee the USADB website content, provide direction and updates to the webmaster on a regular and consistent basis (weekly, bi monthly); and
8. Be responsible for soliciting sponsorships, advertisers and exhibitors for the national tournament by October of each year for the following year.