

TTYFA—Communications

Job Description:

Responsible for the production and distribution of Tualatin Youth Football Assc. announcements/communications to it's members.

Primary Duties:

- Responsible for the production and distribution of weekly newsletter.
- ~~Set up and maintain email database.~~
- Complete and submit all required member announcements to local newspaper.
- The Tualatin-Tigard Times
- ~~Maintain and update Tualatin Youth Football website.~~
—Website contact is Charlotte Dorsey at cdorsey@webserviceswest.com
- Arrange for production of registration signs to be posted throughout the community. This should be done in February in order for signs to be completed and posted in March.
- Produce registration flyers for distribution to schools. This should be completed in the 1st week in March and distributed to schools no later than March 15th.

Communications Schedule

February - Order registration signs

March - Distribute flyers to elementary/middle schools

Elementary 2nd grade – 5th

- **Byrom**
- **Bridgeport**
- **Tualatin Elementary**
- **Alberta Rider**
- **Deer Creek**
- **Durham**

Middle School 6th – 7th

- **Hazelbrook Middle**
- **Twality Middle**

Post registration signs

Send out email reminders regarding registration to existing database