



## **Town of Freedom – Emergency Manager (As-Needed, Non-Benefited Position)**

The Town of Freedom is seeking a dedicated and adaptable individual to serve as an **Emergency Manager** in an as-needed capacity. This position is not eligible for benefits. This position plays a crucial role in ensuring the town is prepared for and responsive to emergencies and natural disasters.

### **Position Details:**

- **Compensation:** \$1,000 (paid once at the end of the calendar year)
- **Employment Type:** As-needed, non-benefited
- **Time Commitment:** Unpredictable; hours vary significantly depending on the severity and frequency of emergencies, required preparedness or response efforts, the need to attend trainings, etc.

### **Key Responsibilities:**

- Read and stay familiar with emergency procedure manuals
- Coordinate emergency response efforts with local officials
- Attend relevant emergency management trainings when available
- Assist in disaster preparedness and response activities as necessary

### **Qualifications:**

- Strong organizational and communication skills
- General computer skills (Word, Excel, email, etc.)
- Ability to respond quickly and effectively in emergency situations
- Familiarity with emergency management procedures (or willingness to learn)
- Familiarity with local emergency responder individuals and agencies (police, fire, etc.)
- Ability to accurately record and submit data for state and/or federal reimbursements
- Residency in or near the Town of Freedom preferred

### **How to Apply:**

Interested candidates should submit a letter of interest and any relevant experience to the Town Administrator at [administrator@tn.freedom.wi.gov](mailto:administrator@tn.freedom.wi.gov).

For more information, please contact the Town Administrator at 920-788-0844.

Position remains open until it is filled.

The Town of Freedom is an equal opportunity employer.