



LAND TECHNICIAN TRAINEE

Position Description:

This is a regular part-time position to be based in Wainwright. This is an interim position designed to prepare the trainee for a career and full-time position as Olgoonik Corporation's Land Manager. It is intended that this position will eventually take full responsibility for the management of all lands and resources of the Corporation. As the land technician trainee, some initial training will take place in Anchorage. The individual will be trained by a professional land/resource manager and may be required to take additional courses to complete career path requirements.

Specific job elements that will be involved include:

- gaining an understanding of land ownership, and of the specific properties owned by Olgoonik Corporation.
- obtaining an understanding of land law, including the specifics of the ANCSA, Alaska National Interest Lands Conservation Act (ANILCA), Native Allotment Act of 1906, etc.
- mapping.
- becoming familiar with land surveys and how to use the information obtained from them.
- becoming familiar with permit and lease programs.
- conducting various types of field investigations, developing field notes and site maps, etc.
- attendance at a variety of meetings representing the Corporation in Wainwright, Barrow, and Anchorage.
- conducting land ownership research using a variety of State, federal, and private information sources.
- developing and maintaining a land record system and associated files.
- providing regular written and verbal reports about activities to Olgoonik Corporation President.
- may prepare and present reports to other parties concerning land issues such as Olgoonik Development LLC management and Olgoonik Corporation shareholders.
- preparing correspondence.



- assisting in the preparation and implementation of Corporation land and resource management policies and procedures.
- providing information and assistance to local residents and government officials about land matters.
- assisting in the development of a land-use plan for the Corporation.
- implementing the land-use plan once developed.

Additional education may be offered with the financial support of the company, contingent upon good trainee performance and commitment. This position is open to Olgoonik Corporation shareholders and descendants.

Location: Wainwright

Pay: \$18.00 per hour

Hours: Average 30 hours per week. Hour per week may vary due to duty location and type of activity. Regular hours are 8:00 a.m.-5:00 p.m; occasionally may work outside regular hours as required.

Travel: Occasional travel may be required.

Supervision: Olgoonik Corporation President

Qualifications: High School diploma or GED; willingness to learn; commitment to the Corporation.

Application Process: Please send a completed application and a resume to:

Rose Panik
Olgoonik Corporation
518 Main Street
Wainwright, AK 99782

FAX: 907.763.2926
Email: rpanik@ain.olgoonik.com

Applications will be accepted until the position is filled.