



Program Assistant – Level 1 Maine Municipal Bond Bank Programs

Are you looking for work with more of an impact? Better benefits? More collaboration? You may be the person we are looking for.

ORGANIZATION SUMMARY: The Maine Municipal Bond Bank provides low-cost loans to Maine's cities, towns, counties, and water and sewer systems. The Bond Bank also lends to various departments of state government for infrastructure projects. The Maine Governmental Facilities Authority and the Maine Health and Higher Educational Facilities Authority are managed by the Bond Bank. The twenty-one staff at the Bond Bank are responsible for managing over \$5B in funds that include grants and loans for projects throughout Maine – all of which are focused on improving the lives of Mainers and our visitors.

POSITION SUMMARY: Under direction of the Program Officer, the Program Assistant – Level 1 (PA – 1) is responsible for working in conjunction with the other Program Assistants, Officers, and the Executive Director in the day-to-day operations of each program ensuring that all program logistics are handled efficiently, and program deadlines are met. Proficient office skills are assumed. Specific program content will be provided as onboarding training.

ESSENTIAL JOB FUNCTIONS: This PA - 1 position requires baseline working knowledge of routine work applications; following standard principles and systems, and the use of appropriate terminology associated with our General Resolution, School Revolving Renovation Fund, and Department of Transportation bond programs. This position serves as a team member in a collaborative environment; actively contributes to completion of team goals and assigned tasks; clearly communicates information, ideas, or instructions verbally and in writing; follows recommended approaches to assigned work to facilitate achievement of desired results; typically works under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.

TYPICAL DUTIES:

- Creates, processes, and maintains School Revolving Renovation Fund loan requisitions requiring proper documentation and records. Upload and process requisitions accurately and timely (typically a 1–2 day turnaround in conjunction with the Department of Education).
- Develops, organizes, and maintains all necessary records and documents in the designated entity or program area and generates tracking reports as needed. Inputs and maintains accurate records in company databases.
- Prepares, organizes, and maintains all necessary General Resolution loan documents and records for Program Officer or Program Assistant review.
- Prepares for MMBB Board Meetings and meeting minutes for Program Officer and Executive Directors review.
- Compiles board meeting informational materials and packages and distributes accordingly.
- Records board meeting information for the annual board reports. Tracking meeting and expenses to report to the State on an annual basis.
- Helps with board meeting refreshments, lunches, dinners, and various supplies to effectively hold meetings for all Bond Bank programs if necessary, including any clean-up after meetings. Makes sure all supplies are available before each meeting is held. Also helps in any other way necessary for any special circumstance.
- Helps to organize and execute any other meeting/function the Bond Bank may decide to hold.
- Coordinates annual reports for distribution in coordination with the Executive Administrative Assistant.
- Coordinates and attends annual meetings. This includes but is not limited to set up, organizing menu, seating arrangements, and venue options.
- Gathers General Resolution final sale documents and saves them in the designated space.
- Participate as a member of each bond deal team.
- Gathers General Resolution final payments and process the paid-off bonds accordingly.
- Maintain PolicyEngage tracking and review, as needed.
- Design and development of advertising, brochures, and other promotional materials such as the Bond Bank newsletter. Coordinate the distribution of certain advertising and informational materials.
- Other duties include handling daily mail and distributing as needed, and processing contact information changes.
- Learn and become knowledgeable with policies and procedures for internal and external stakeholders.

OTHER DUTIES AND RESPONSIBILITIES:

- Handles questions and inquiries relative to operations and entity programs.
- Gain knowledge of all Bond Bank programs and databases.
- Keeps Executive Director and Program Officers informed of all Marketing activities.
- Aid in other areas of operation for all authorities as needed.
- Performs other related duties as required including but not limited to scanning, copying, filing, organizing, and tracking program information.
- Back up for the front desk receptionist as necessary.
- Performs any additional duties as assigned by the Executive Director or Program Officer.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to work independently and meet deadlines.
- Ability to prioritize and coordinate multiple tasks and ability to be flexible.
- Planning, organizational, and time management skills.
- Ability to form strong coalitions with internal and external constituencies.
- Ability to recognize departmental priorities and work cooperatively to support their accomplishment. Have a positive attitude and be adaptable to change.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the organization, department/and or division, and to interact effectively with a wide variety of people.

EDUCATION AND EXPERIENCE:

- 2+ years related experience
- Associate’s or Bachelor’s degree preferable, but education may be offset by experience.

SUPERVISORY RESPONSIBILITY: None.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.

SALARY RANGE: \$50,200 - \$61,900; 37.5hours per week; excellent benefit package

Submit your cover letter and resume via email to kmccormick@mmbb.com

****If the cover letter is missing, your resume will not be reviewed****

We look forward to hearing from you!

Mindful Employer Benchmarks

The Maine Municipal Bond Bank strives to be a *Mindful Employer*, believing that purposeful work and human-first practices result in higher impact and greater good for the world. This designation is based on the alignment of all our staff with the following statements:

- The mission of our company is meaningful to me.
- I know how my work supports our greater purpose and mission.
- I am valued for being my authentic self and for my unique abilities at work.
- My growth and development are supported by my immediate manager
- We are practicing Mindful Communication when listening and speaking at work.
- This is a place where I can speak honestly and ask thoughtful questions.
- My work/life balance and well-being are respected and encouraged.
- If things aren’t going well for me personally, there is someone or resources to support me.
- I would recommend working here to a friend.



To find out more about the Maine Municipal Bond Bank, please visit our website: www.mmbb.com

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**