



REDBANK VALLEY MUNICIPAL AUTHORITY

Water & Sewage Municipal Services

243 Broad St. New Bethlehem, PA 16242

P: (814) 275-2585 | F: (814) 275-4067

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Hon. Rev. Dr. Gordon V. Barrows

Last Updated: May 2026

REDBANK VALLEY MUNICIPAL AUTHORITY
Administrative Assistant Opening

The Redbank Valley Municipal Authority is seeking a dependable and motivated part-time Administrative Assistant.

This position is approximately 20 hours per week, Monday through Friday, with either morning or afternoon office hours available. Starting pay is \$14/hour, subject to a 90-day probationary period.

Responsibilities may include:

- Answering phones and assisting the public
- Data entry and basic record keeping
- General office and clerical duties
- Scheduling assistance and customer service
- Assisting office staff with daily administrative operations

Applicants should possess:

- Basic computer knowledge
- Good customer service and communication skills
- Organizational skills and attention to detail
- High school diploma or GED

The RVMA is willing to train the right candidate.

A resume and letter of interest will be accepted until the position is filled.

The Redbank Valley Municipal Authority is an Equal Opportunity Employer and Drug-Free Workplace.

MINIMUM QUALIFICATIONS:

High School Diploma. Valid Pennsylvania Driver's License.
Background Check, and Pre-employment Drug Screening

SUBMIT A RESUME AND LETTER OF INTEREST TO:

243 Broad Street
New Bethlehem, PA 16242
Office@RVMAOnline.com