

ANAHITA A. FELTZ



EDUCATION

Boston University School of Social Work
Center for Aging and Disability Education and Research (CADER)
Behavior Health in Aging Certificate

eCornell: Online Certificate Programs
Human Resources Practices Certificate

The Graduate School at Montclair University
Montclair, New Jersey
Master's in Law and Governance

Rutgers University, Rutgers College
New Brunswick, New Jersey
Bachelor of Arts in History
Minor: Political Science, French

WORK EXPERIENCE

**September 2023 to
Current**

Township of Old Bridge, Old Bridge, NJ

Assistant Business Administrator (2023) / Business Administrator

- Supervise the administration of each of the departments, offices and agencies established by ordinance and, for this purpose, prescribe standards and rules of administrative practice and procedure and consult with the heads of departments of the Township government
- Study the organization and operation of any and all departments and other spending
- Prescribe and require each department and other spending agency for which Township appropriations are made to maintain records and produce reports of their respective workload and performance, expressed in appropriate work units which he may prescribe or approve for each of the departments and other spending agencies
- Develop and enforce, in cooperation with other department heads, standards and procedures for the most efficient management of the Township government, not inconsistent with the Charter and ordinances of the Township.
- Coordinate the operation and administration of the various departments, divisions and subdivisions, offices and agencies of the Township government.
- Assist the Mayor in the preparation of the annual budget and maintain a continuing review and analysis of budget operations work programs and costs of municipal services.
- Assign and reassign, transfer and retransfer, from time to time, either temporarily or permanently, any property from one function to another or from one administrative unit to another, as the efficient management of the Township government may require.
- Be responsible for the development and administration of a sound personnel system, acting as personnel administration, subject to the express provisions of this chapter, of the New Jersey Revised Statutes, as amended, and all other applicable general laws.
- and terms of outstanding leases where the Township is landlord or tenant, the rent reserved by each lease and their respective expiration dates.

**July 2018 to
April 2024**

Silver Linings at Old Bridge (formerly known as Old Bridge Senior Center)

Old Bridge, NJ

Manager

- Provide a hub for older adults to gather, learn new skills, share experiences and participate in activities
- Supervise staff of 10
- Develop programs and activities (educational, recreational, physical) suitable for older adults' abilities and interests
- Develop and manager a yearly budget for center operations
- Research and seek out grant opportunities to supplement budget and to expand programs and services

**October 2014 to
July 2018**

Township of Old Bridge Senior Center, *Old Bridge, NJ*

Administrative Assistant / Assistant Manager

- Plan, organize and direct the activities of professional and clerical Senior Center staff and volunteers engaged in services to senior citizens
- Seek out and assess new and ongoing social programs and projects beneficial to seniors
- Register new participants and maintain participant records
- Manage purchasing and procurement of Senior Center and Food Bank supplies and amenities
- Prepare, print and distribute monthly newsletter
- Serve as acting manager when manager is not present
- Senior Center representative for Local Emergency Planning Committee and Township Safety Committee
- Responsible for attaining and maintaining NISC accreditation
- Assist with Food Bank daily operations
- Manage Food Bank volunteers

VOLUNTEER EXPERIENCE

**February 2020 to
Present**

National Council on Aging / National Institute of Senior Centers, *Arlington, VA*
State Representative for NISC Leadership Collaborative (NJ)

- Share promising practices from the state of NJ with Collaborative
- Learn about NOCA and NISC initiatives, tools and resources and share that information with state colleagues
- Attend quarterly conference call meetings

**February 2022 to
August 2023**

Township of Old Bridge Office of Emergency Management, *Old Bridge, NJ*

Acting Deputy Coordinator

- Provide administrative support to OEM Coordinator
- Coordinate and manage resources for emergencies
- Lead quarterly Local Emergency Management Council

**November 2016 to
June 2023**

National Council on Aging / National Institute of Senior Centers, *Arlington, VA*
Certified Peer Reviewer

- Review, audit and evaluate materials and senior centers for national accreditation
- Promote accreditation by providing presentations to senior centers locally
- Attend yearly training sessions to maintain peer reviewer credentials
- Help identify potential new peer reviewers by suggesting qualified candidates

**May 2017 to
November 2019**

Township of Old Bridge Office of Emergency Management, *Old Bridge, NJ*

Volunteer Administrative Assistant

- Responsible for preparing and maintaining the Township's Emergency Operating Plan and its annexes
- Prepare and respond internal and external OEM correspondences
- Attend training sessions and exercises for certifications
- Attend monthly staff meetings
- Assist with response to local emergencies
- Oversee the operations of the Emergency Operation Center during emergency activation

**February 2015 to
May 2018**

Old Bridge Public Library, *Old Bridge, NJ*

English as a Second Language (ESL) Volunteer Tutor

- Develop lesson plans for adult ESL students
- Teach ESL students during fall and spring semesters
- Provide yearly training to new ESL volunteer tutors

**July 2013 to
2017**

Society Hill Townhouse Association, Inc., *Old Bridge, NJ*

Volunteer, Newsletter Editor

- Created and edited bi-monthly newsletter for townhouse community
- Emailed announcements and updates to residents regarding community news, events and emergencies
- Answered and resolved resident inquiries
- Served as liaison for residents to board of trustees

**April 2014 to
October 2014**

Old Bridge Food Bank, *Old Bridge, NJ*

Volunteer

- Maintained inventory of goods and supplies
- Prepared client orders on daily basis
- Assisted clients with order pickups
- Performed daily administrative tasks such as scheduling appointments

**COMMITTEES &
ACCOLADES**

- Co-Chair Active Adult Committee for NJRPA (2022-CURRENT)
- NJRPA Social Media Award for Silver Linings Virtual Community (2023)
- NCOA Programs of Excellence (2015/2018)
- Invitee/Speaker to "Communities in Action: Building a Better New Jersey" White House event (2023) – Represented the Aging field for New Jersey
- Nationally Accredited Senior Center (2015-2020 / 2020-2025)
- Local Emergency Planning Committee (Township of Old Bridge)
- Middlesex County Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP) Advisory Council (Secretary / 3-year term / 2020-2023)

SKILLS

- Ability to work with several operating systems, including Mac OS and Windows
- Knowledge of Microsoft programs (Word, Excel, PowerPoint, Publisher)
- Knowledge of GFMS (Financial Software)
- Fluent in English and French
- Understanding of Farsi