



**Join the International Centre for Co-operative Management as the  
Centre Manager and Education Director  
Saint Mary's University, Halifax (Kjipuktuk), Nova Scotia, Canada**

**Posted: February 4, 2026**

**Applications Deadline:  
Applications are accepted until a suitable candidate is found**

The International Centre for Co-operative Management (ICCM), Sobey School of Business is hiring for the position of **Centre Manager and Education Director**. This is a newly created position within a dynamic and evolving Centre.

The **Centre Manager and Education Director** is responsible for overall Centre operations, including specific priority areas such as co-operative sector partnerships, financial management, education programs recruitment, and new program development. This opportunity is global in scope and a great fit for a co-operative sector professional who is a self-starter, highly motivated, a life-long learner, and adept at building relationships. This position provides exceptional opportunities for knowledge and network development across all co-operative types, sectors, and locations.

The Centre Manager and Education Director is:

- Based in Halifax (Kjipuktuk), Nova Scotia Canada and eligible to work in Canada. We are open to discussing creative solutions if the location poses a challenge.
- Able to work in an office environment and while on the move, while traveling nationally and internationally.
- Familiar with and excited about what ICCM does to mobilize knowledge and improve the management and governance of co-operatives.
- A confident professional with deep knowledge of this co-operative model and sector.
- A relationship builder and natural collaborator, with an established network within the co-operative sector (including credit unions and mutuals) and interest in growing their network.
- An inspired and flexible team coordinator who encourages agency and self-motivation, using a teamwork approach to leadership (non-hierarchical organizational structure). Note: Many staff are remote.



Responsibilities include:

- Programs and project management of existing initiatives.
- Managing the Centre's budget with support from the Operations Administrator.
- Instigating and managing program development that grows the Centre and its global profile. For example, new executive education programming.
- Approximately 50% of this role's effort is dedicated to the day-to-day work required to support the core education programs (Master's, Diploma, Certificate): program promotion and participant recruitment; program execution support in collaboration with the Program Coordinator (faculty role) and Education Coordinator (staff).
- Overseeing and coordinating the efforts of Centre staff, including staff responsible for communications and marketing, administration, and education coordination.
- Establishing, maintaining, and expanding relationships with the co-operative sector with a focus on organization-level support and participant recruitment across all programs.
- Working effectively with the Co-operative Management Education Co-operative (CMEC), the Saint Mary's University Program Coordinator (an academic holding responsibility for the integrity of the Master's and Diploma programs), and other key contacts within the University.
- Traveling to key events and conferences as the Centre's ambassador and mobilizing other staff and partners to do the same (e.g. speaking, promotion, networking).

Successful candidates have completed relevant higher education programs at the Master's level (or equivalent) and have a professional track record that demonstrates their skills as a match with the scope of responsibilities outlined above.

**To apply, send a cover letter and resume/CV highlighting to Sonja Novkovic, Academic Director, ICCM (snovkovic@smu.ca). In your cover letter, please indicate your rough salary and benefits expectations along with details on how your experience aligns with this position.** Virtual interviews for potential candidates will take place soon after applications are received. Start date is as soon as possible.