

Condor Performance™

Administrative Assistant (2026)



Basic Information

This is an unpaid volunteer position designed for individuals who are serious about building a future in sport and performance psychology. In exchange for your time, you'll gain direct exposure to the inner workings of a leading sport and performance psychology agency and the opportunity to meaningfully contribute to its day-to-day operations. This is the kind of role that you really want to add to your resume.

About the Role

Successful candidates will assist with essential administrative tasks that can be completed remotely. The role typically requires approximately 2 hours per day, with up to 4 hours on Mondays depending on workload. This working time can easily be done outside of normal working hours - for example early morning or in the evening.

What You'll Gain

This role is best suited to those with a clear, long-term goal of working in sport or performance psychology. In return for your contribution, you will receive:

- **Direct insight into a high-performance environment** and how elite-level psychology services operate
- **Mentorship and career guidance** from experienced professionals in the field
- **Resume-building experience** with real responsibilities, not just observation
- **Skill development** in organisation, communication, and professional workflows
- **A strong professional reference** based on your performance
- **Priority consideration for future paid roles** as opportunities become available
- **Access to an Apple device** if you do not already have one

This is not a passive role—you'll be contributing to real work that supports athletes and performers striving for excellence.

Who This Is For

We're looking for reliable, detail-oriented individuals who are proactive, coachable, and genuinely committed to pursuing a career in sport or performance psychology.

Key Dates & Requirements

- Applications close: **Friday, 15 May (COB)**
- Expected selection date: **Monday, 18 May**
- Mandatory training day: **Monday, 25 May**
 - Location: Kiama, New South Wales
 - Applicants must be able to attend in person
 - Travel costs are the responsibility of the applicant

How to Apply

Please submit your expression of interest via [this screening tool](#) before the closing date. Have questions? Please complete the screening first and after you'll get a chance to ask questions.