Seattle Veterinary Outreach
People. Pets. Love.

Clinic Operations Lead

Date posted: June 4, 2026
Pay: $25.54 - $30.76 per hour

Job description:

Position Summary
The Clinic Operations Lead coordinates mobile outreach clinics and supports the day-to-day operations of Seattle Veterinary Outreach. This role is responsible for clinic logistics, vehicle and supply management, client flow, and operational support to ensure clinics run smoothly and efficiently.

Working closely with the Lead Veterinary Technician, the Operations Lead helps lead outreach clinics, supports volunteers, manages equipment and supplies, and assists with administrative and organizational tasks. Provides Spanish-language support during client intake and assist the veterinary team with interpretation and translation throughout the clinic.

We encourage applicants to visit our website and social media channels to learn more about our unique outreach model and the impact our team is making in the community. www.seattlevet.org
Schedule

- 32 hours per week
- Tuesday–Friday
- Clinic days: Wednesday and Friday (approximately 8:00 AM–4:00 PM)
- Office days: Tuesday and Thursday (9:00 AM–5:00 PM, Edmonds)
- One Saturday clinic day per month
- Schedule flexibility required to support outreach operations

Key Responsibilities

- Coordinate clinic setup, operations, and breakdown
- Drive and maintain the mobile clinic vehicle

- Manage client intake and clinic flow
- Support and coordinate volunteers
- Communicate with host sites, staff, and volunteers
- Organize and maintain supplies, equipment, and storage areas
- Restock and prepare clinic materials
- Manage donations and inventory
- Support clinic scheduling, calendars, and outreach materials
- Ensure a safe, organized, and welcoming environment for clients and volunteers
- Assist with operational and administrative projects as needed

Qualifications

- Strong organizational and communication skills
- Ability to multitask and work independently
- Valid driver's license and good driving record
- Ability to lift up to 50 pounds
- Comfortable working outdoors in varying weather conditions
- Customer service experience preferred
- Bilingual Spanish/English required
- Veterinary experience preferred but not required

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance

People with a criminal record are encouraged to apply
Work Location: In person