

Featured Internship Opportunities: Virginia SkillBridge for Veterans, Dependents & Spouses

Company: BAFO Services LLC

Internship Title: Government Contracting Business Development

Location: Norfolk, VA

Description:

Length of Internship: 6-12 weeks open to adjusting the duration based on the applicant's status and availability. Internships can be longer on a case-by-case basis.

Subjects BAFO Services will teach an Intern/Fellow-

Industry: Government Contracting, Business Development

Pay Rate: paid internship based on experience

Who Can Apply: Veterans, spouses, and dependents

- **Networking** – gaining through attending local Hampton Roads based events under organizations such as AFCEA, Women in Defense, Tidewater Association of Service Contractors (TASC), and others
- **Government contracting 101** – gaining through training materials, attending meetings, observing discussions
- **How to sell to the US Government** - gaining through training materials, attending meetings, observing work, work assignments, research, and discussion.
- **Marketing to the government** - Understand competition and strategies to win U.S. government customers. Figure out how to market to the government agency or prime contractor. You can do that by learning what agencies or prime contractors need, and then showing them how your business can fulfill that need.
- **Business development** - Expand by finding new funding, US Government customers, and locations.
- **Business 101** – Operational of a small business element.

Skills:

- Must have basic understanding of Microsoft Office Suite.
- Detail oriented and results driven.
- Excellent communication skills (both verbal and written).
- Must be able to Collaborate
- Must be flexible - work plans can change over time, and that's okay

Company Website: [BAFO Services LLC](#)

Company: Carter Myers
Auto- CMA's Colonial
Chevrolet

Location: Chester, VA

Length of Internship: up
to 1 year

Industry: Automotive

Pay Rate: salary may vary
based on market

Who Can Apply: Veterans,
spouses, dependents (can
be 16 for some positions,
with a valid license and
good driving record)

Internship Title: CMA Apprentice Technician

Description: Carter Myers Automotive is proud to
introduce its three-stage automotive apprenticeship
program. Providing the resources and space for their
family of employees to grow professionally within their
field has always been a core mission at CMA.

Skills: Mechanical aptitude, attention to detail, ability to
work in a loud shop environment, ability to shift tasks
quickly

Company Website: [Carter Myers Auto](#)

Company: ERUDyne

Internship Title: Crisis Management Intern

Location: White Stone, VA

Description: Founded in 2000, ERUdyne Inc, a small, woman-owned business, is a training and consulting firm that specializes in crisis management, infrastructure protection and national security. They train and employ military service members in transition, military spouses, and veterans -- thus, bringing their skills and experience to the civilian workforce in business, non- profits, and state and local government.

Length of Internship: 3-6 months

Industry: Crisis Management

Pay Rate: Unpaid

Who Can Apply: Veterans, spouses, and dependents

Company Website: [ERUDyne](#)

Company: Veterans Growing America

Location: Woodbridge, VA

Length of Internship: Up to 12 weeks

Industry: Management, Scientific, and Technical Consulting Services

Pay Rate: Unpaid

Who Can Apply: Veterans, spouses, and dependents

Internship Title: Veterans Growing America Intern

Description: Veterans Growing America (VGA) is dedicated to empowering military-connected entrepreneurs by providing opportunities for business growth, community support, and personal development. Our mission is to foster a vibrant community where veterans, active duty members, military spouses, and their families can thrive as business owners. Through high-traffic retail locations, media exposure, educational resources, and mentorship, VGA helps entrepreneurs enhance their visibility, expand their networks, and succeed in their ventures. We are committed to fostering camaraderie, purpose, and entrepreneurial success while offering valuable benefits to members, vendors, and volunteers alike.

Company Website: [Veterans Growing America](https://www.veteransgrowingamerica.com)

Company: Jiffy Lube

Location: 29 Locations
Statewide

Length of Internship: 30
days

Industry: Automotive

Pay Rate: \$15-\$18 per
hour based on position
type. Bonus based on store
performance.

Who Can Apply: Veterans,
spouses, and dependents

Internship Title: Courtesy Tech, Upper and Lower Bay
Tech, Customer Service Advisor (CSA), and
Supervisor/Mentor

Description: We will focus on developing our team to
become the leader in the quick lube service industry at
all of our locations statewide. We will blend
competence with hospitality, mentoring and leadership.
Our 29 locations statewide have various needs. Stores
are open from 8am until 7pm with weekends having
reduced hours. Part time and fulltime positions are
available based on location needs. Schedules will vary
weekly.

This is a paid position. The hourly wage will vary based
on position type. Relative prior experience is a
consideration. Entry level positions available.

Objectives: To consistently service each and every
customer with hospitality and competence. Each
technician and CSA is required to complete the initial
Jiffy Lube training program as well as recurring training
programs at specified length of service intervals. You
will be required to learn and follow franchise processes
and customer interaction dialog. You will be trained in
the CBI WOW PROGRAM promoting hospitality,
efficiency, competence and sales training. All to be
carried with a team spirit while developing leadership
skills.

Responsibilities

- **Courtesy Tech** – greet each customer. Pull/guide
vehicles into the work bays. Inspect working
condition of all exterior lights. Check/fill tires, clean
exterior windows. Vacuum interior floors. Inspect
cabin filters. Pull/guide vehicles out of the work
bays. Additional tasks as you are developed. A
great way to enter the quick lube industry and to
be exposed to and learn vehicle mechanics.
- **Upper and Lower Bay Tech** - Perform Quality
Inspections to discern vehicle condition and

repair/replacement needs. Engine diagnostics. Provide all mechanical services offered at each location. All fluid changes, wiper blades, tire rotations, filters, spark plugs. Engine and fuel system additives, drivetrain services, battery and light bulb replacement, a/c freon service, headlight reconditioning. Serpentine belt service. Brakes and tire replacement at specified locations.

- **Customer Service Advisor (CSA)** – Meet and greet and welcome in all customers. System check- in for service. Explain all services and verify customer history. Offer pricing for each service type. Escort to lounge waiting area and point out lounge features. Present and explain condition of air filters. Present and explain finding of the Quality Inspection Review. Offer solutions and upsells. Assure customer satisfaction and customer online service review completion. The CSA position can become a springboard into an Assistant Manager and Store Manager position.

Company Website: [Jiffy Lube](#)

Company: Phoenix Group of Virginia

Internship Title: Navy Damage Control Training and Inventory Expert

Location: Chesapeake, VA

Length of Internship: 6 Months

Industry: Professional, Scientific, and Technical Services

Pay Rate: Unpaid

Who Can Apply: Veterans, spouses, and dependents

Description: This six-month SkillBridge program provides participants with structured, supervised training that translates Navy damage control and shipboard inventory experience into civilian defense logistics, training development, and inventory management applications within Phoenix Group operations.

The program emphasizes safety, inventory organization, emergency response principles, and training development in maritime and defense logistics environments. All activities are conducted in a training or supervised environment and are designed for professional development rather than operational labor.

Responsibilities include developing and delivering storage solutions training programs on emergency response, safety protocols, and inventory organization for mission-critical damage control and providing project level oversight as the project manager reporting to the Phoenix-Group Program manager. This role focuses on managing a small work force, coordinating with Sips force, shipyards and other contractors.

Skills: Damage control experience

Company Website: [Phoenix Group of Virginia](#)

Company: KITCO Fiber Optics

Internship Title: Payroll, Accounting, Human Resources, and Administration

Location: Norfolk, VA

Description:

Length of Internship:

Unpaid 1-3 months, Paid 6-12 months

Industry: Professional, Scientific, and Technical Services

Pay Rate: Unpaid and paid opportunities

Who Can Apply: Veterans, spouses, and dependents

- **Payroll**

- Compensation Options: [Paid – \$20/hour] with 5+ years of relevant Payroll, more with Costpoint experience. [Unpaid] – This internship provides hands-on experience across HR, payroll, accounting, and administrative operations, offering exposure to compliance, systems, and professional workplace skills.
- Responsibilities: Review timecards for accuracy and missing punches. Assist with payroll data entry, audit logs, and reconciliation tasks. Maintain confidentiality of payroll and employee data. Other tasks as assigned.

- **Administration**

- Compensation Options: [Paid – \$15/hour] with 2+ years of relevant experience. [Unpaid] – This internship provides hands-on experience across HR, payroll, accounting, and administrative operations, offering exposure to compliance, systems, and professional workplace skills.
- Responsibilities: Assist with filing, scanning, and mail. Support special projects across departments. Provide cross-training and back-up support when employees are on PTO. Office supplies, and breakroom upkeep. Other tasks as assigned.

- **Human Resources**

- Compensation Options: [Paid – \$20/hour] with 2+ years of relevant experience. [Unpaid] – This internship provides hands-on experience across HR, payroll, accounting, and administrative operations, offering exposure to compliance, systems, and professional workplace skills.
- Responsibilities: Support onboarding tasks

(welcome packets, I-9 prep, orientation scheduling). Maintain employee files and assist with document audits. Help draft communications, job postings, and HR templates. Other tasks as assigned.

- **Accounting**

- Compensation Options: [Paid – \$23/hour] with 5+ years of relevant Accounting, more with Costpoint experience. [Unpaid] – This internship provides hands-on experience across HR, payroll, accounting, and administrative operations, offering exposure to compliance, systems, and professional workplace skills.
- Responsibilities: Assist with invoice processing, expense reports, and basic reconciliations. Update spreadsheets, logs, and vendor files. Support month-end tasks as assigned. Other tasks as assigned.

- **Fiber Optic Assembler**

- Compensation Options: [Paid – \$15-\$20/hour] based on experience in fiber optic assembly, more with military/aerospace or high-reliability cable experience.[Unpaid] – This internship provides hands-on experience in fiber optic assembly, cable preparation, termination processes, inspection, and testing, offering exposure to industry standards and production environments.
- Responsibilities: Prepare fiber optic cables, including stripping, cleaning, cleaving, and connecting. Perform polishing and inspection of fiber end faces using microscopes. Assist with testing procedures such as insertion loss and continuity testing. Follow detailed work instructions, drawings, and assembly procedures. Maintain cleanliness and organization of workstations and tools. Adhere to all quality and safety standards. Other tasks as assigned.

- **Company Website:** [KITCO Fiber Optics](#)

Company: Gift Opener, LLC

Location: Newport News, VA

Length of Internship: 9 weeks

Industry: Advertising and Related Services

Pay Rate: Unpaid

Who Can Apply: Veterans, spouses, dependents

Internship Title: (B.R.I.D.G.E) Building Readiness, Independence, Development & Growth for Employment internship

Description: The B.R.I.D.G.E. Career Readiness & Mobility Program is a structured 9-week workforce and leadership development training experience designed to prepare participants for successful entry into the civilian workforce through real-world application. Offered through Gift Opener LLC, a public relations and relationship marketing firm operating at the intersection of workforce development, leadership training, and Veteran-centered engagement, this program bridges the gap between workforce access and workforce execution. Participants gain hands-on experience through SyncUp Branding® workforce readiness programming, M.I.L.E. Prep economic mobility initiatives, and operational and mobility coordination systems. The program integrates administrative operations, customer service excellence, workforce communication readiness, leadership development, and transportation and mobility coordination. Participants are assigned to structured training roles that reflect real-world workforce expectations, accountability standards, and professional environments.

Job Tracks:

- HR & Workforce Coordination Trainee
- Trainer / Facilitation Support Trainee
- Community Engagement & Partnerships Trainee
- Mobility Operations Support (All Tracks – Additional Duty)

Company Website: [Gift Opener LLC](#)

Company: Balance Wash and Fold LLC (BWF)

Location: Primary training site is Joint Expeditionary Base Little Creek in Virginia Beach. Norfolk, Chesapeake, Suffolk, and Portsmouth

Length of Internship: 6 weeks

Industry: Mobile Laundry Operations

Pay Rate: Unpaid

Who Can Apply: Veterans, spouses, dependents

Internship Title: Field & Business Management Intern

Description: This internship will focus on training the participant in all aspects of mobile laundry pickup and delivery operations, including commercial linen contract management, residential route execution, quality-controlled laundry processing, client communication, and business operations management.

The internship is designed to prepare the participant for a seamless transition into a 1099 Independent Contractor role with BWF upon successful completion of the program. The participant will progress from observation and shadowing to fully independent operation of the base contract and civilian route duties over the six-week training period.

The primary training site is Joint Expeditionary Base Little Creek in Virginia Beach, Virginia, where BWF holds a commercial linen services contract for the Quarterdeck (linens) and Base Gym (towels). The intern will also gain secondary exposure to BWF's residential pickup and delivery routes across Virginia Beach, Norfolk, Chesapeake, Suffolk, and Portsmouth.

Company Website: [Balance Wash and Fold](#)

Company: Virginia
Department of Motor
Vehicles

Location: Statewide
(Alberta, Bland, Carson,
Dahlgren, Dumfries,
Middletown, New Church,
Sandston, Stephen City,
Suffolk, Troutville)

Length of Internship: up
to 6 months

Industry: Public
Administration

Pay Rate: Unpaid

Who Can Apply: Veterans,
spouses, dependents

Internship Title: Station Technician / Size and Weight
Compliance Agent

Description: This SkillBridge internship is designed for a Station Technician / Size and Weight Compliance Agent role within the Virginia Department of Motor Vehicles Motor Carrier Size and Weight Service. The intern will learn how Virginia weigh station operations support highway safety and protect Virginia roadways by monitoring commercial vehicles for size, weight, credential, tax, and related motor carrier compliance. The program will provide structured exposure to truck weighing procedures, customer service, citation documentation, data entry, security and financial accountability, teamwork, and station safety practices.

Responsibilities:

- Monitor commercial vehicle traffic to support compliance with state and federal statutes governing truck size, weight, credentials, and safe operation.
- Assist with weighing and inspecting commercial vehicles for compliance with truck weighing policies and procedures under supervision.
- Review driver and carrier credentials such as IFTA, IRP, permits, lease agreements, UCR status, and other documentation as assigned.
- Communicate clearly and professionally with drivers when violations, documentation issues, or station instructions are identified.
- Support the preparation, review, and archiving of overweight and motor carrier citation documentation, including MCS-303 or related forms as assigned.
- Assist with scale checks, daily activity reports, citation batches, cover sheets, and required end-of-shift paperwork.
- Observe or assist with dyed diesel/fuel tax enforcement procedures, including safe sample handling, paperwork, and release of samples to Fuel Tax Enforcement staff as appropriate.

- Support DMV Select and station financial functions when authorized, including trip permits, driver reinstatement support, settlement reports, and safeguarding customer and payment information.
- Follow station safety, security, confidentiality, traffic-control, and emergency procedures.
- Maintain the weigh station environment, assist coworkers, share knowledge, and support coverage needs as a floater technician when requested.
- Keep supervisors informed of scale-related issues, technical problems, customer complaints, scheduling concerns, accidents, injuries, and other operational issues.

Company Website: [Virginia DMV](#)

More Opportunities Coming Soon!

We are constantly adding new internship opportunities from our partner companies across Virginia. Check back regularly for updates.

Note: Internship availability and application deadlines may vary. Please refer to the individual company more information.